



1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**
4. Select **Instructional**
5. Click **I have a 5 year license**
6. Click **Renew a 5 year license**
7. Click **Renew, and Add Early Literacy Endorsement**
8. Select the option: **Add Instructional Content Area(s)**
9. Review the required documentation then click **Start Application**.
10. **Select your license in the drop down** then click the radio button for Yes or No if you are needing to change your degree on your license.
11. Answer the legal questions. Upload required documentation, if requested. Click **Next**.
12. Upload the required documentation for the **Early Literacy Endorsement and Renewal**.
If you have questions about documentation, please see the directions at the top of the section.
13. Click **Continue**
14. On this page, please review your selections and uploaded documentation to assure accuracy. Read and Review Loyalty Affidavit. Click **Submit**.
15. Click **Make Payment**.
16. Select the Radio button for Application/Fees to Pay.
17. Click **Start Payment Transaction**. You will be redirected to the NIC Payment Portal.
18. **Enter/Review all required information**.
19. Click **Next**.
20. **Enter Credit Card Information**.
21. Click **Next**.
22. Verify reCAPTCHA
23. Click **SUBMIT**

Your application should now have the status of ‘DOE Review’ for out-of-state coursework or ‘Advisor Review’ for coursework done in Indiana. Processing time can vary depending on the time of year. You will receive an email once your application has been approved or if any additional materials are required.