



For more information about this application type: [Click Here](#)

Step-by-Step Directions:

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 with Coursework**
8. Select the option: **Add Instructional Content Area(s)**
9. **Select the option that applies to you.** (If you are not sure, click the links below to information on what areas require coursework to add, and which areas are exam only):
 - a. Add with [Exam Only](#)
 - b. Add with [Coursework and Exam](#)
10. Review the required documentation then click **Start Application**.
11. **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.
12. Click **Add Recommending Instruction Entry**. Select the **State**.
 - a. If Indiana, **Select** the Indiana College/University.
 - b. If out-of-state, **type in** the name of the college/university.
 - c. Click **Add**
13. Answer the legal questions. Upload required documentation, if requested. Click **Next**.
14. 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.
15. Click **Continue**.
16. On this page, please review your selections and uploaded documentation to assure accuracy. Read and Review Loyalty Affidavit. Click **Submit**.
17. Click **Make Payment**.
18. Select the Radio button for Application/Fees to Pay.
19. Click **Start Payment Transaction**. You will be redirected to the NIC Payment Portal.
20. **Enter/Review all required billing information**.
21. **Enter Credit Card Information**.
22. Click **Submit Payment**, then you will be redirected back to LVIS. Please capture the receipt shown for your records.

Your application should now have the status of ‘DOE Review’. 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.