



#### How to demonstrate progress toward licensure for EP renewal:

- Coursework must be documented on official transcripts
- Ongoing attempts to complete testing requirements must be documented by official score reports.
- If college courses for renewal are canceled, cancellation must be verified by the institution.
- If the courses necessary for licensure are not yet available because they are offered in a required sequence that has a future start date that must be verified by the institution
- Renewal coursework or testing must be completed after the issue date of the EP being renewed.

#### Step-by-Step Directions:

1. Log into your [LVIS](#) account.
2. Click on 'Start an Application' on the left-hand menu.
3. Click on the **green** "Renew, Convert or Professionalize my license"
4. Select **Administrator**
5. Select **I have an Emergency Permit: Apply after July 1st for the next school year.**
6. Click 'Start Application'
7. **Form:**
  - a. Select the license you wish to renew.
  - b. If you are needing your highest degree updated, please select yes or no.
  - c. **Please Verify Your Current Employer.**
    - i. **If correct**, please check the box to verify that the current employer displayed in the drop down is correct.
    - ii. **If it is not correct**, you will need to stop this application and instead apply for a new Original EP.
  - d. Answer the legal questions. Upload required documentation, if requested.
  - e. Click **Continue**.
8. **Documents:** Upload the required documentation. Click **Continue**.
9. Submit: This page reviews the application. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
10. Click the brown button **Make Payment**. You may also Edit or Remove if required.
11. **Select the circle next to the Payment Number** for all payments you are making. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click **Start Payment Transaction**.
12. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
13. Click **Submit Payment**.
14. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
15. Click **Submit**.

#### **You will receive email notifications once your application has been reviewed.**

- **School Review** - Your school district is reviewing your application.
- **DOE Review** - The IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or your Email Log in LVIS to view the email that was sent with information on what is being requested.

For more information on Emergency Permits: [Click Here](#)