



The initial Workplace Specialist I License is valid for two years, and it may be renewed/extended for one (1) year only at the request of the director. **Please see our website for information on eligibility & application information: [Click Here](#)**

Step-by-Step Instructions:

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 **Teacher**
5. Select **Workplace Specialist**
6. Click **I have a Workplace Specialist I**
7. Click **Renew WSI**
8. Review the application Instructions and required documentation. Click '**Start Application**'
9. **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.** Click the box to confirm it is correct or update your information.
 - d. Answer the legal questions. Upload required documentation, if requested.
 - e. Click **Continue.**
10. **Documents:** Upload the required documentation. Click **Continue.**
11. 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.**
12. Click the brown button **Make Payment.** You may also Edit or Remove if required.
13. **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.**
14. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
15. Click **Submit Payment.**
16. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
17. Click **Submit.**

You will receive email notifications once your application has been reviewed by an evaluator.. **The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.**

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **Vocational Director Review** - The application is with the vocational/CTE director for your district for review. You can find the list of CTE directors for Indiana here: <https://iacted.org/directors/> Or contact your school district.
- **DOE Review** - Your permit is with the IDOE for review and in our work queue to process.
- **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.