



## Professionalizing to a 10 Year & Renewing with a Valid IPLA License

This pathway is only for those School Services Licenses that also require a valid license from the IPLA office: **School Social Workers, School Nurses, and Communication Disorder Licenses.**

A list of required documentation and requirements for this application can be found on our website: [Click Here](#)

If you need a copy of your valid IPLA license, please use the IPLA search feature: [IPLA Public Lookup](#)

### Step-by-Step Directions:

1. Log into your [LVIS](#) account.
2. Click on **Start An Application** on the left-hand side.
3. Click the **green** "Renew, Convert or Professionalize my License" box.
4. Select **SCHOOL SERVICES**
5. Click **I HAVE A 5 YEAR LICENSE**
6. Click **RENEW AND PROFESSIONALIZE TO A 10 YEAR LICENSE**
7. Click **PROFESSIONALIZE WITH MASTERS**
8. Click **RENEW WITH IPLA**
9. Click **Start Application**
10. **Form:**
  - a. Select the license you wish to renew.
  - b. If you are needing your highest degree updated, please select yes or no.
  - c. Answer the questions. Upload required documentation, if requested.
  - d. Click **Continue**.
11. **Documents:** Upload the required documentation. Click **Continue**.
12. 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**.
13. Click the brown button **Make Payment**. You may also Edit or Remove if required.
14. **Select the circle next to the Payment Number** for all payments you are making. Click **Start Payment Transaction**.
15. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
16. Click **Submit Payment**.
17. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
18. Click **Submit**.

After your application is submitted, you can find it under **Application Status**. Please see the status key below:

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **Advisor Review** - If your coursework was completed at an Indiana institution, your application is being processed by the licensing advisor at that college/university. Please find their contact information here: [Click Here](#)
- **DOE Review** - If your coursework was completed out-of-state, the IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to 'Missing Documents' in LVIS in the left-hand menu to view the email that was sent with information on what is being requested