

## Renew with Valid IPLA- School Services: 5 or 10 Year Licenses

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 **School Services**
5. Click either I have either a **5 Year** or **10 Year** License - only those types may be renewed with IPLA
  - a. Click again on renewing a 5 year **if you selected a 5 year**.
  - b. There is not another option after that for 10 year licenses.
6. Click **Renew with IPLA:**
7. Click **Start Application**.
8. **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**.
9. **Documents:** Upload the required documentation. Click **Continue**.
10. 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**.
11. Click the brown button **Make Payment**. You may also Edit or Remove if required.
12. **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**.
13. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
14. Click **Submit Payment**.
15. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
16. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click "Application Status" on the left-hand side when you are in your [LVIS](#) account.

- 'In Process' applications are those that have been started but not submitted and paid for. You may edit these applications.
- 'DOE Review' applications are those that have been submitted, paid for, and are with the IDOE to review.
- 'Waiting on Documentation' means that there is something missing from your application and more information is required. Please check your email for details as one has been sent to you.