School Services- Renew 5 year license with IPLA

1. Log into your LVIS account.

2. Click the green "**Renew, Convert or Professionalize my license**" box.

3. Select **School Services**

4. Click **I have a 5 year license**

5. Click **Renew a 5 year license**

6. **click Renew with IPLA**

7. Select the license you wish to renew. Answer the questions. Click **Next**.

8. Answer the questions. Upload required documentation, if requested. Click **Next**.

9. Upload the required documentation. Click **Next**.

10. 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 link to **pay for all pending applications**.

12. Mark the box under **Pay**?

13. Fill out billing information.

14. Click **Review Summary**.

15. Mark the box to acknowledge the Refund Policy.

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 right hand side when you are in your LVIS account.

HELPFUL WEBSITE:
https://www.doe.in.gov/licensing/current-indiana-educator-renew-license#License3

School Services- Renew 10 year license with IPLA

1. Log into your LVIS account.

2. Click the green "**Renew, Convert or Professionalize my license**" box.

3. Select **School Services**

4. Click **I have a 10 year license**

5. Click **Renew a 10 year license**

6. Click **Renew with IPLA**

7. Select the license you wish to renew. Answer the questions. Click **Next**.

8. Answer the questions. Upload required documentation, if requested. Click **Next**.

9. Upload the required documentation. Click **Next**.

10. 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 link to **pay for all pending applications**.

12. Mark the box under **Pay**?

13. Fill out billing information.

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HELPFUL WEBSITE:
https://www.doe.in.gov/licensing/current-indiana-educator-renew-license#License7