



Licensing Verification and Information System (LVIS) Instructions:

Converting a Charter School License to Professional Educator's License.

This application is only for those who currently hold a Charter School License and are converting that charter school license to a professional educator's license.

A list of **required documentation** and requirements for this application can be found on our website:

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. Click the option for: **CHARTER SCHOOL LICENSE**
6. Click the dark green option: **CONVERT CHARTER SCHOOL LICENSE TO PEL**
7. A list of required documentation will be displayed before starting the application. Please review the list and gather your materials before starting the application. Click 'Start Application.'
8. **Instructions:** Please note that if you get an error stating you do not have a license eligible for this pathway, that you are in the correct type of application.
9. **Form:**
 - a. Select your charter school license in the drop down menu. Make sure all content areas currently on your charter license are displayed.
 - b. If you are needing your highest degree updated, please select yes or no.
 - c. If you are wanting to add the early literacy endorsement at the same time, indicate yes or no.
 - d. Answer the legal questions. Upload required documentation, if requested.
 - e. Click **Continue**.
10. **Documents:** Upload the required documentation. Click **Continue**.
11. **Areas:** Please indicate all content areas that should be on your charter school license. If you are adding any additional areas, this is the section in which you can select any additional areas. Click **Save & Continue**.

Note: It is fine to not select areas as we can view the areas that are currently on your charter school license, just please click Save & Continue and then Continue with No License Area.
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**. Click **Submit**.
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**. You will be transferred temporarily to the NIC Payment Portal. Please fill out billing information.
15. Click **Submit Payment**. You will be transferred back to LVIS and will be able to view your Payment Receipt.

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.
- **DOE Review** - 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.