



# Charter School Teacher Initial Practitioner (IP) First or Second Renewal

## Creating and Submitting the Renewal Application

1. Log into your LVIS account.
2. Click *Start An Application* on the left-hand side.
3. Click the “Renew, Convert or Professionalize my license” box.
4. Select *Teacher*.
5. Select *Charter School License*.
6. Click *I have a 2 year license*.
7. Click *Renew a 2 year license*.
8. Click *First or second renewal*.
9. Choose one of the following:
  - a. If eligible to add content areas, select *Add instructional content areas*.
  - b. If not adding a content area, select *Continue without adding content*.
10. Click *Start Application*.
11. Select your existing license number from the drop-down menu.
12. Answer the degree change question.
13. Select *Less than two years*.
14. Answer the three criminal history questions.
15. Select *Continue*.
16. Upload the requested documentation.
17. Select *Continue*.
18. Review your application, scroll to the bottom, and select *Submit*.
19. Click *Make Payment*.
20. Select the applications for which you want to pay in this transaction - you may pay for multiple applications in the same transaction, if needed.
21. Click *Start Payment Transaction* to go to the NIC payment portal to make the payment.
22. Click *Submit Payment*.

**Once payment is submitted, applicants will be redirected back to LVIS, where they can view application status. Processing times are noted on the front page of LVIS before signing in and will vary in length depending on the time of year.**