



For more in depth information on the **IMAP program** and a **list of requirements**: [Click Here](#)

Required Documents for this application: (4)

- [Individual Development Plan Summary Form](#)
- [Proof of CPR / Heimlich / AED Certification](#)
- Report Card for Online Self Assessment (This can be found in [Moodle](#))
- [Verification of Work Experience](#)

Step-by-Step Directions:

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 **Administrative**
5. Select **Instructional License**
6. Click **I have a 2 year license**
7. Click **Convert to a 5 year License**
8. Click **Convert with IMAP**.
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 legal 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 click **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. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click **Start Payment Transaction**.
15. You will be transferred temporarily to the NIC Payment Portal. Please fill out the 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.
- **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.