



A list of required documentation and requirements for this application can be found on our website: [Click Here](#)

The following license types **MUST** have a **valid IPLA license** to complete this application:

- Communication Disorders, School Social Workers, and School Nurses.

Step-by-Step Directions:

1. Log into your [LVIS](#) account with Access Indiana
2. Click on Start An Application on the left-hand side.
3. Click the green “Renew, Convert or Professionalize my license” box.
4. Select SCHOOL SERVICES
5. Click I HAVE A 2 YEAR LICENSE
6. Click RENEW A 2 YEAR LICENSE
7. Click FIRST OR SECOND RENEWAL
8. Click on Start Application
9. Select your existing license number from the drop-down menu.
10. Answer the Degree Change question.
11. Click on the circle-Less than two years.
12. Answer the three Criminal History questions.
13. Select Continue
14. Upload the requested documentation.
15. Select Continue
16. Review your application, scroll down to the bottom, and select Submit.
17. Click the Make Payment button.
18. Check the circle next to the payments you’re wanting to pay for this transaction.
19. Click Start Payment Transaction, you will be routed to the NIC payment portal, and you will proceed with making the payment.

Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status. Processing times will be on the front page of LVIS before you sign in and vary in length depending on the time of year.

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