

# Administrator- Reciprocal Permit

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Administrator**
4. Click **I have a reciprocal permit**
5. Choose one of the following:
  - a. **Renew reciprocal permit for one year**
  - b. **Convert to a professional educator license**
6. Continue to follow the prompts.
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.