

Charter School - Renew with Coursework (5 year license)

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Charter School License**
4. Click **I have a 5 year license**
5. Click **Renew a 5 year license**
6. Click **Renew with Coursework**
7. Choose one of the following:
 - a. If you are eligible to add content areas, select **Add Instructional Content Areas**
 - b. If you are not adding content area at this time, select **Continue without adding Content areas**
8. Select the license you wish to renew. Answer the questions. Click **Next**.
9. Click **Add Recommending Instruction Entry**. Select the **State**.
 - a. If Indiana, **Select** the Indiana College/University.
 - b. If out-of-state, **type in** the name of the college/university.
 - c. Click **Save Recommending Institution Entry**. Click **Next**.
10. Answer the questions. Upload required documentation, if requested. Click **Next**.
11. Upload the required documentation. Click **Next**.
12. 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**.
13. Click the link to **pay for all pending applications**.
14. Mark the box under **Pay?**
15. Fill out billing information.
16. Click **Review Summary**.
17. Mark the box to acknowledge the Refund Policy.
18. 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.