

# Convert Initial Practitioner (IP) License to a Practitioner (P) License with IMAP (Teacher-Charter School)

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**
4. Select **Charter School License**
5. Select **I have a 2 year license**
6. Select **Convert to a 5 year license**
7. Select **Convert with IMAP**
8. 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**
9. Select your license from the drop down menu and answer the question as it pertains to you.
10. Click **Next**.
11. Answer the questions and provide documentation if required. Click **Next**.
12. Upload required documentation. Click **Next**.
13. 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**.
14. Click the link to pay for all pending applications.
15. Mark the box under the “**Pay?**”
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Check the box next to the Refund Policy.
19. 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.