How to apply for a RENEWAL teaching license

Go to the LVIS website: [www.doe.in.gov/licensing/lvis](http://www.doe.in.gov/licensing/lvis). Click on “LVIS PORTAL LINK” and it will take you to another screen.

Click on “Create A Profile” and fill out all the information on the next screen that comes up. At the bottom of that page, check the box that you agree to the terms of use and then click on the Create Profile button.

You will receive a verification email after submitting your profile. You will need to reply as instructed in the email.

Go to the LVIS website again: [www.doe.in.gov/licensing/lvis](http://www.doe.in.gov/licensing/lvis). Click on “LVIS PORTAL LINK” and it will take you to another screen.

Click on “LOGIN” and log into the system using your newly created user name and password.

The next screen that comes up, on the right hand side you will see “My Application” and several items under that. Click on “Add Application”.

1. In the Application Action drop down box, select RENEWAL. More information will then appear for you to fill out. When you are finished, click NEXT.
2. In the Application Type drop down box, select one of 3 options:
   a. INSTRUCTIONAL if you have a teaching license
   b. ADMINISTRATIVE if you are a principal
   c. SCHOOL SERVICES if you are a school counselor

3. In the Subject and/or Endorsement Areas box type in your subject area(s) on your license. When you are done, click NEXT.

   Click on the Add Recommending Institution Entry box. Select Indiana University/Purdue University/Fort Wayne when using college credits only for your Action. If you’re using PGP points (you will need 90), do not list IPFW. Your school’s principal (if employed) ~or~ the DOE/OELD (if not employed) will evaluate and verify your PGP plan for license renewal. If you are using college credits and PGP points to renew, mark renewal by PGP points.

For Renewal of a License, you will be instructed to choose either renewal by “credit” or by “PGP”. IPFW processes license applications ONLY when using college credits for renewal.

   • If you are renewing your license (other than an initial 2-year license), you will need to obtain 6 credit hours of continuing education within those 5 years in order to renew your license for another 5 years. (i.e. If you renewed your license on 6/1/2010 and it expires on 6/1/2015, you will need to obtain your 6 credit hours of continuing education between those 2 dates).
   • If your 6 continuing education credits were obtained at a college or institution other than IPFW, we will need an official transcript sent to us verifying those credit hours. It must be an accredited school.
   • If you have an original (initial practitioner) license, it will expire in 2 years. You do not need to obtain 6 credit hours of continuing education in order to renew because you can renew your original license 2 times (total of 6 years including when you got your original license) before you will need to obtain 6 continuing education hours prior to the next renewal.
   • If you are going to renew your original 2-year license for 2 years and you are not employed by a school, you must write a letter stating that you have neither started nor completed IMAP because you are not employed by a school yet. You upload this letter like you do your CPR card and send it with your online application to renew.

Then click on Save Recommending Institution Entry and then click on NEXT.

On the next screen, answer the following questions and click on NEXT.

On the next screen, follow the instructions on how to upload your Proof of CPR / Heimlich / AED Certification. When you are finished, click on NEXT.

On the next screen, review and confirm your application. If everything is correct, click on “SUBMIT APPLICATION”.

On the next screen, you will be asked for payment to submit this application. The fee is $36.72 and is payable only with a Visa or a Mastercard with no refund policy.

Monitor your LVIS application online. When the application has been approved/processed, you will receive an email from the state. Once you receive that email, you can return to the LVIS website and view/print your license. They do not send you one in the mail.

**NOTE:** The DOE/OELD website states you should not apply for license renewal more than 45 days prior to the expiration date. The issue date and the corresponding expiration date on your new license will be the date of your LVIS application. Applying for a renewal far in advance is unnecessary and unadvisable.
Q: Can a teacher renew 2 difference licenses at the same time and pay one fee to renew?
A: No. According to the IDOE website, each license has to be renewed individually and the fee will be paid for each renewal.