

Conversions of Workplace Specialist 1 to Workplace Specialist 2

The first step of completing an application for WS1 to WS2 conversion application should be to complete a Professional Development Plan—"Proposed Plan" and have it approved by the CTE Director. This is a personal statement of objects or goals to accomplish over the next 5 years toward the renewal the WS2 license. This will remain on file with the CTE-Director.

Required Documents:

- Valid CPR/AED/Heimlich Training.
- TABE score.
- Approved PDP

Step-by-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov>)
2. Click **Workplace Specialists Application** on the right hand side under the **MY Application** tab.
3. Select "Conversion"
4. Choose your license number. Click Next.
5. If you have not already done so, enter the school corporation where you are employed. Click "Submit Employer." Click Next.
6. Answer the legal questions. Upload required documentation, if requested. Click Next.
7. Upload the required documentation and optional documentation. Click "Next."
8. 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**.
9. Click the link to pay for all pending applications.
10. Mark the box under the "Pay?"
11. Fill out all the Billing information.
12. Click "Review Summary."
13. Click box under Refund Policy.
14. Click **Submit**.

The application will then be routed to the CTE-Director to approve. Once it is approved, it will be routed to the Department of Education to issue.

At any point you need to stop the application, click **Save for Later**. To get back to the application, Click **Application Status** on the right hand side and **Edit** the application you have In **Process**.