

# Administrator

- Official transcripts showing a total of 60 hours of graduate coursework from accredited institution in Administration and related areas
- Five (5) years administrative experience in the content area of the license in an accredited school or public school district

## Required documents needed to professionalize an Administrative license

- Official transcripts showing a total of 60 hours of graduate coursework from accredited institution in Administration and related areas
- Official transcripts showing renewal coursework, OR approved PGP, OR National Board Certification (NBPTS).
- Proof of two (5) years teaching experience in an accredited school\*\*
- Valid CPR certification <http://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>

## How to Apply

1. Click on the [LVIS Portal Link](#)
2. "Create" Profile"
3. Fill out all the required fields and click "Create Profile."
4. Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
5. Click the link "Verify e-mail."
6. Log into your LVIS account.
7. Click **Professionalize and Renewal**. Wait for things to populate.
8. Choose the license you are professionalizing.
9. Select the option that you're using to renew your license (**PGP, Coursework, or National Board Certification**).
10. Click **Next**.
11. Enter a recommending institution if required. If no recommending institution is required, click **Next**.
12. Answer the questions. If requested, upload required documentation and provide description. Click **Next**.
13. Upload the required documentation. Click **Next**.
14. 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**.
15. Click the link to pay for all pending applications.

16. Mark the box under the “Pay?” **\$35.00 + \$1.72 processing fee**

17. Fill out all the Billing information.

18. Click **Review Summary**.

19. Click box under Refund Policy.

Click **Submit**.