

# Renewing an Initial Practitioner's license

SUBMITTED BY ANONYMOUS (NOT VERIFIED) ON FRI, 09/23/2011 – 3:24PM

Posted: Fri, 09/23/2011 – 3:24pm Updated: Tue, 01/06/2015 – 2:41pm

***PLEASE NOTE: An expired license can be renewed at any time.***

Do not apply for renewal more than 45 days prior to the expiration date. The date of renewal will be the date payment is received, and the expiration date will correspond. Applying for a renewal far in advance of the expiration date is unnecessary and will result in loss of the period of validity between the date payment is received for your renewal and the actual expiration date.

Effective July 1, 2012, applicants for initial licensure of any type and applicants for all renewals must show proof of valid CPR/AED/Heimlich certification. To see approved CPR/AED/Heimlich training programs, [click here](#).

Complete a profile, an application and pay for the application through our online [Licensing Verification and Information System, LVIS](#). Then, select the best option (below) based upon your situation.

An individual with an IP license may renew that license twice upon application. If after the third IP license has been issued (second renewal), the license has still not completed the IMAP program that is required to obtain a five-year Practitioner license, then the license holder must complete a Professional Growth Plan (PGP) with a total of 90 points or take a Praxis II or Pearson IN Core Content Area exam to start the six-year IP cycle over. Coursework or professional development included in a PGP must have been completed since the issue date of the first IP license.

## License Expiration Information

All licenses that are valid on the first day of the academic school year shall be considered valid for the duration of that academic school year. (*Professional Standards Board; Rule 47, Sec 2; filed Dec 10, 1975, 2:50 p.m.: Rules and Regs. 1976, p. 249*) NOTE: Transferred from the Commission on Teacher Training and Licensing (530 IAC 2-2-3) to the Indiana State Board of Education (511 IAC 10-2-3) by P.L.20-1984, SECTION 206, effective July 1, 1984. NOTE: Transferred from the Indiana State Board of Education (511 IAC 10-2-3) to the Professional Standards Board (515 IAC 1-2-3) by P.L.46-1992, SECTION 19, effective July 1, 1992.

### Required Documents:

- Valid CPR card.

### Step-By-Step Instructions:

- 1) Create a Word Document and Save it to your computer so you can upload it in LVIS. In the document, state why you haven't completed the IMAP requirement. It can be as simple as "I haven't completed IMAP," or as detailed as 1-2 paragraphs.
- 2) Log into your LVIS account
- 3) Click "Add Application" on the right hand side.
- 4) Select "Renewal."
- 5) Choose the license you wish to renew. The license area will populate underneath what you just selected. Click Next.
- 6) Click Next again.
- 7) Answer the questions. If any are answered with "yes", you will need to provide additional documentation. Click Next.
- 8) You will upload your valid CPR card and the word document I mentioned above. Click Next.
- 9) 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**.
- 10) Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee
- 11) Mark the box under the "Pay?"
- 12) Fill out all the Billing information.
- 13) Click "Review Summary."
- 14) Click box under Refund Policy.
- 15) Click "Submit."