

Workplace Specialist 2 Renewals

When applying for the renewal of Workplace Specialist II license, the teacher must work with the CTE director to create a PDP. The PDP will be kept in-house and will be used as a working document to track the teacher's professional development growth

Required Documents:

- Valid CPR/AED/Heimlich Training
- 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 "Renewal"
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 Dept 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**.