

## Step-by-Step Instructions for Renewing an Emergency Permit

1. Log into your [LVIS](#) account.
2. Click the green **I am an Indiana** box.
3. Click **Emergency Permits**.
4. Click **Renew Emergency Permit**.
5. Click **Renew Instructional, Administrative, or School Services Emergency Permit**.
6. Select the license you would like to renew.
7. Click **Next**.
8. Verify your employer.
  - a. If you would like to change your employer, click **Update**. Select the **school corporation**, click **Submit Employer**, and click **Return to Application**.
9. Click **Next**
10. Answer the questions. Provide documentation if requested. Click **Next**.
11. Upload required documentation proving progress towards certification in the area on the emergency permit. Click **Next**
12. If you have everything completed, you will be able to **Submit Application**. If not, you must fix what is missing. Missing materials will be in **RED**.
13. Click the link to pay for all pending applications.
14. Mark the box under **Pay?**.
15. Fill out all billing information.
16. Click **Review Summary**.
17. Mark the box to acknowledge the Refund Policy.
18. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click **Application Status** on the right hand side when you are in your [LVIS](#) account.

HELPFUL WEBSITE: <https://www.doe.in.gov/licensing/emergency-permits>