

## Required Documents:

- Valid CPR card from IDOE approved provider
- IMAP Completion letter on school letterhead and signed by your administrator.

## Step-By-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov/>).
2. Click on "Add Application" on the right hand side.
3. Click "Conversion"
4. Choose the license you are converting.
5. Click "Conversion Instructional - Initial Practitioner"
6. Click "Next"
7. Click "Next."
8. Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
9. Upload the required documentation. Click "Next."
10. If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing.
11. Click the link to pay for all pending applications.
12. Mark the box under the "Pay?"
13. Fill out all the Billing information.
14. Click **Review Summary**
15. Click box under Refund Policy.

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**.