

Reciprocal Permit to Professional Educator License

- **Do not apply until after July 1, 2016.**

Required documentation (Some documents must be uploaded again even if they were uploaded on a different application)

- A copy of your evaluation/deficiency letter
- A copy of your valid CPR card or letter promising to complete CPR within 1 year.
- A copy of your Suicide Prevention Training.
- A copy of your official transcripts (these will go in the proof of completed deficiencies)
- A copy of your test scores.

Step-By-Step Instructions:

1. Log into your LVIS account.
2. Click on **Add Application** on the right hand side.
3. Click the **Original**
4. Select the license type in the next drop down
5. For Requirement Type **Click Reciprocal Permit Conversion to Standard License.**
6. Type in your subject area
7. Click **Next.**
8. A Recommending Institution is not required, Click **Next.**
9. Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click **Next.**
10. Upload the required documentation.
11. 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.**
12. Click the link to pay for all pending applications.
13. Mark the box under the **Pay?**
14. Fill out all the Billing information.
15. Click **Review Summary.**
16. Click box under Refund Policy.
17. Click **Submit.**

To save an uncompleted application, click "Save for Later" at the bottom of the page. When ready to access that application again, click "Application Status" on the right hand side and "Edit" the application that is "In Process."