

Renewing with Valid IPLA

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You should not apply for your renewal more than 45 days prior to the expiration date. The date of your renewal will be the date we receive payment for the license, and the expiration date will correspond. Applying for a renewal far in advance of your expiration date is unnecessary and will result in loss of the period of validity between the date you pay for your renewal and your 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](#).

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.

There is no penalty for not completing the required course work after the expiration date of the license. However, the license will not be renewed until the requirements have been met.

Required Documents:

- Valid CPR card from IDOE approved provider
- Indiana Professional Licensing Agency license – a copy of your IPLA license
- **Step-By-Step Instructions:**
 - 1) Click on the [LVIS Portal Link](#).
 - 2) Select “Create Profile”

- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click "Add Application."
- 8) Select "Renewal"
- 9) Select the license you are renewing.
- 10) Select IPLA for renewal.
- 11) Click Next. Recommending institution information will not be required.
- 12) Click Next
- 13) Answer the questions. Upload required documentation, if requested.
- 14) Click Next.
- 15) Upload the required documentation and optional documentation.
- 16) Click "Next."
- 17) 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**.
- 18) Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee.
- 19) Mark the box under the "Pay?"
- 20) Fill out all the Billing information.
- 21) Click "Review Summary."
- 22) Click box under Refund Policy.
- 23) Click "Submit."