

# Convert Initial Practitioner (IP) License to a Practitioner (P) License with IMAP (Admin)

1. Log into your LVIS account (<https://license.doe.in.gov/>).
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **School Services**
4. Select **I have a 2 year license**
5. Select **Convert to a 5 year license**
6. Select **Convert with IMAP or IPLA**
7. Select your license from the drop down menu and answer the question as it pertains to you.
8. Click **Next**.
9. Answer the questions and provide documentation if required. Click **Next**.
10. Upload required documentation. Click **Next**.
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. Check the box next to the Refund Policy.
17. 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.