

## Required Documents:

- Valid CPR card from IDOE approved provider
- Approved 40 Point PGP
- Verification of 2 year's experience in the content area of your license, on school letterhead and signed.

## Step-By-Step Instructions:

1. Log into your LVIS account.
2. Click on **Professional Growth Plan** on the right hand side.
3. Click **Conversion to Five Year License**
4. Click **Create New PGP**
5. Use the drop down arrow to choose the category
6. Enter the date of activity
7. Enter the number of Hours
8. Enter a brief description of the activity.
9. **If you are teaching at an Indiana School, click Save (if not go to step 11).** *You do not have to upload documentation. You will need to walk your documents to your administrator and show them your documentation after you enter all 40 points and submit your PGP for approval.*
10. **If you are not teaching at a school, click Browse** to upload the document/certificate. Then click **Save**
11. Repeat 5-8 until you get 40+ points entered. Once you have 40+ points entered, continue with step 12.
12. Scroll down below the Save button. You should see "Submit PGP for Verification:"
13. Click the dot for one of the following: Teaching at Indiana School or Other.
  - A. If you select **Teaching at an Indiana School**:
    - a. If the highest license you are renewing is an Instructional or a School Services license and you are teaching at an Indiana School, **select the School** where you are teaching.
    - b. If the highest license you are renewing is an Administrator at an Indiana School license and you are teaching at an Indiana School, **select the Corporation** where you are an administrator
  - B. If you, **select Other**.
  - C. Type in your employment description. BE BRIEF. Examples are listed.

14. 14) Click **Submit PGP for Verification**

**STOP.** *You must wait for approval of the PGP to move on to the next steps.*

- If you are teaching at a school, you need to take your documents to your principal and let him/her know you have submitted the PGP for his/her verification.
- If you are not teaching at an Indiana School, our office will approve/verify your PGP.

Once your PGP is approved, you will get an e-mail stating it has been approved. You may then proceed with the following steps

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 w/PGP"
6. Click "Yes"
7. Click "Next."
8. 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. Click "Next."
11. If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing.
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.

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**.