

Convert Initial Practitioner (IP) License to a Practitioner (P) License with PGP

Part 1 of 2 – Entering in PGP Points

1. Log into your [LVIS](#) account.
2. Click on **Professional Growth Plan** on the right hand side.
3. Click **Create A New**
4. Select **Conversion to Five Year License (40 pts.)**
5. Click **Create New PGP**
6. Use the drop down arrow to choose the category
7. Enter the date of activity
8. Enter the number of Hours
9. Enter a brief description of the activity.
10. Entering documentation.
 - a. **If you are teaching at an Indiana School**, uploading documentation may be optional. Contact your school or district administrator about how they would like you to submit documentation. You may be able to hand-deliver rather than upload documentation. Click **Save**.
 - b. **If you are not teaching at a school**, click **Browse** to upload the document/certificate pertaining to entered information. Then click **Save**
11. Repeat 5-10 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. **Teaching at an Indiana School:**
 1. If you are a teacher or school service employee, **select the School**.
 2. If an Administrator, **select the Corporation**.
 - b. **Other:** your PGP will be submitted to IDOE for approval.
14. Click **Submit PGP for Verification**

STOP. *You must wait for approval of the PGP to move on to the next steps.* You will receive an email notification when your PGP has been approved. You may then proceed with the following steps:

Part 2 of 2 – Completing Application

Do not apply more than 45 days prior to the expiration date. The issue date of your license will be the date your payment is made and the expiration date will correspond. Applying for a renewal more than 45 days prior to the expiration date is unnecessary. Doing so will result in a period of loss of validity since the issue date will be the date of your payment. 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. (511 IAC 16-1-1(e)) There is no penalty for not completing the required coursework after the expiration date of the license; however, the license will not be renewed until the requirements have been met.

1. Click the green **I am an Indiana** box.
2. Click **Conversion**

3. Click **Current IN Administrator, Instructor/Teacher, or School Services**
4. Click **Convert Administrative, Instructional, or School Services with PGP**
5. Select the license you would like to convert.
6. Click **Next**.
7. Answer the questions. Upload required documentation, if requested. Click **Next**.
8. Upload the required documentation. Click **Next**
9. 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**.
10. Click the link to **pay for all pending applications**.
11. Mark the box under **Pay?**
12. Fill out billing information.
13. Click **Review Summary**.
14. Mark the box to acknowledge the Refund Policy.
15. 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.

HELPFUL WEBSITES:

- <https://www.doe.in.gov/licensing/ip-conversion-pgp>
- <https://www.doe.in.gov/licensing/professional-growth-plan-pgp>