

Renew EI Permit

Part 1 of 2 – Entering in PGPEI Points

1. Log into your [LVIS](#) account.
2. Select **Educational Interpreter Professional Growth Plan**.
3. Select **create a new** PGPEI. If you do not see that option, you might already have one in process and you should **EDIT** it.
4. Select **Create New PGPEI**.
In the PGPEI information section, the applicant will see:
 - **Name** – This displays the applicant’s name
 - **Create Date** – This displays the date the PGPEI was created.
 - **Number of Items That Have Been Added to This PGPEI** – This displays the total number of items that have been added to the PGP.
 - **Skills** – This displays the total number of points out of the *18 Skills points required*.
 - **General** – This displays the total number of points out of the *18 General points required*.
 - **Total** – This displays the total number of points out of the **36 PGPEI points required**.In the Experience Information section:
 5. **Category** – Select the category from the drop down menu. Options include:
 - Skill Development
 - Deaf Culture and History
 - Language Development and Acquisition in Children
 - Child Development
 - Foundations in Interpreting theory and Practice
 - Code of Ethics for Educational Interpreters
 - Principles and Practices of Special Education
 - Audiological Issues for Students and Adults
 - Other.
 6. **Date of Activity** – Type the date on which the activity occurred. (Example: 05/05/16)
 7. **Hours** – Type the number of hours for this one particular experience.
 8. **Description of Activity** – Type a description of the activity in the text box.
 9. **File to Upload**
 - a. If you are not employed at an Indiana School, our office will approve/verify your PGPEI. You **must** scan and upload documents for every PGPEI entry. Click **Browse** to find and select the file associated with your entry.
 - b. If you are employed at an accredited Indiana school or Special education Co-op., verify with your principal or special education director to determine if he/she requires documentation to be uploaded with each entry in LVIS. When PGPs are submitted to your school, our office does not require you to upload them into your LVIS account unless required by your principal, because your principal will be verifying and approving your PGP. To upload documents, if necessary, click **Browse** to find and select the file associated with your entry.
 10. **Save** – Click the **Save** button to save the information. Once you click save, you can only **Remove** an entry. You cannot edit it.
 11. **Repeat steps 5-10** until you have entered a minimum of 18 hours of Skill and 18 hours combined in the other areas continue with step 12.
 12. Click the dot for one of the following: Employed at Indiana School or Other.
 - a. **Employed at an Indiana School:**
 - i. Select the School or Special Education Co-op.
 - b. **Other:** your PGP will be submitted to IDOE for approval.

13. Click **Submit PGP for Verification**
14. Read information. Click **Confirm** or **Cancel**.

STOP! *You must wait for approval of the PGPEI to move on to the next steps. You will receive an email notification when your PGPEI 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 you pay for your renewal application and the expiration date will correspond. Applying for a renewal more than 45 days prior to the expiration date is unnecessary and doing so will result in a period of loss of validity, since the issue date will be your payment date. 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 18-1-8(a)) If renewal requirements are not completed prior to the expiration of your license there is no penalty imposed by the Educator Licensing office; however, the license will not be renewed until the requirements have been met.

15. Log into your [LVIS](#) account.
16. Select **I Am An Indiana**.
17. Select **Renew a License**.
18. Select **Current IN Educational Interpreter**.
19. Select your Educational Interpreter License.
20. Select **NEXT**.
21. Select **NEXT**.
22. Answer the questions. Upload required documentation, if requested.
23. Click **NEXT**.
24. Select **NEXT**.
25. Review the application. If you have everything completed, you will be able to click **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
26. Click the link to pay for all pending applications.
27. Mark the box under the **Pay?**.
28. Fill out all the Billing information.
29. Click **Review Summary**.
30. Click box under Refund Policy.
31. 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.