

# Renewing with PGP

SUBMITTED BY ANONYMOUS (NOT VERIFIED) ON FRI, 09/23/2011 – 3:24PM

Posted: Fri, 09/23/2011 – 3:24pm Updated: Tue, 01/06/2015 – 2:41pm

## [Professional Growth Plan](#)

Do not apply for your renewal more than 45 days prior to the expiration date. The date of renewal will be the date payment is received, and the expiration date will correspond. Applying for a renewal far in advance of the expiration date is unnecessary and will result in loss of the period of validity between the date payment is received and the 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.

### Step-By-Step Instructions:

1. Log into your LVIS account.

2. Click on **Professional Growth Plan** on the right hand side.
3. Click **Create A New**
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 90 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 90+ points entered. Once you have 90+ 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. Click **Add Application**
2. Select **Renewal**
3. Select the license you are renewing
4. Select Professional Growth Plan (PGP)
5. Click **Next**
6. Answer the questions. Upload required documentation, if requested. Click **Next**.
7. Upload the required documentation. Click **Next**
8. 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**.
9. Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee
10. Mark the box under the "**Pay?**"
11. Fill out all the Billing information.
12. Click **Review Summary**.
13. Click box under Refund Policy.
14. ClickSubmit.