

Renewing Educator Interpreter Permit

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

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Renewal Requirements:

PGPEI activities must be gained after the issue date of the license being renewed.

Renewal requires a total of 36 PGP points divided as follows:

- 18 PGPEI points in skill development; and
- 18 PGPEI points distributed in one or more of the following areas:
 - Deaf culture and history;
 - Language development and acquisition in children;
 - Child development;
 - Foundations of interpreting theory and practice;
 - Code of ethics for educational interpreters;
 - Principles and practices of special education; and
 - Audiological issues for students and adults.

Completed CEU activities may be counted for renewal, but the number of PGP points recorded for those activities must comply with the one hour of participation = one PGP point calculation. Do not send in CEU certificates.

EI certificates, including renewals, have issue/expiration dates based on the date the applicant pays for the application online. The Indiana Department of Education has no authority to issue renewals retroactive to the expiration of the prior certificate. An EI certificate is valid for two years.

The cost of an EI certificate, either original or renewal, is \$35. All license fees include and additional \$1 handling fee + 2% of total transaction fee for online processing. Payment must be made online by Visa or MasterCard debit/credit card.

- Example: \$35 (license fee) + \$1 (handling fee) + \$0.72 (2% of transaction) = \$36.72

For those applicants previously certified as Educational Interpreters by DHHS/FSSA, please contact Susie Langston at langston@doe.in.gov (link sends e-mail).

If you have any questions, please contact Susie Langston by e-mail at langston@doe.in.gov (link sends e-mail) or by phone at (317) 232-9007.

Required Documents:

- Approved PGPEI.

Step-By-Step Instructions:

1. Log into your LVIS account. (<https://license.doe.in.gov/> (link is external))
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.
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 (Optional)** – Click the **Browse** button to select the correct file from the computer. This is where you will upload certificates of completion or other documentation of completed professional development activities. *If you are employed at an Indiana school, you can show your principal the hard copies rather than having to upload the documents.*
10. **Save** – Click the **Save** button to save the information. Once you click save, you can only **Remove** an entry. You cannot edit it. Your information will be added to a table.

Once you have entered at least 18 hours of Skill and 18 hours combined in the other areas more information will open up below the *Save* button.
11. Click the **Teaching at Indiana School** or **Other** radio button. This selection determines who will verify your PGPEI prior to completing your application for renewal.
 - A. If you select **Teaching at an Indiana School**, select the school not the corporation where you are employed from the drop down list.
 - B. If you select **Other**, type in one of the following in the description box
 - a. You are not currently employed
 - b. You are not working at a school
 - c. You are not working at an Indiana school
12. **Submit PGPEI for Verification.**
13. **LOG OUT. You must wait for your PGPEI to be approved.**
14. Once your PGPEI has been verified by your employing school/school corporation or by the Office of Educator Licensing and Development, you will receive an e–mail stating you may renew your respective license. Log into your LVIS account. (<https://license.doe.in.gov/> (link is external))
15. Select **Add Application**.
16. Select **Renewal**

17. **Previous Licenses:** Select the Educational Interpreter License listed. The license number will not correspond to your actual certificate number; we created it in our database to serve as the basis of your first renewal in our system.
18. **Requirement Type:** Select **Educational Interpreter Permit Renewal**.
19. Select **NEXT**.
20. Select **NEXT**.
21. Answer the questions. Upload required documentation and give description, if requested. Click **NEXT**.
22. Select **NEXT**.
23. Review the application. Click **Submit Application** button.
24. Click the link to pay for all pending applications.
25. Mark the box under the "Pay?"
26. Fill out all the Billing information.
27. Click **Review Summary**.
28. Click box under Refund Policy.
29. Click **Submit**.

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**.