

Renewing 3rd IP license

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An individual with an IP license may renew that license twice upon application. If after the third IP license has been issued (second renewal) and the license holder has still not completed the requirements to obtain a five-year Practitioner license, then the license holder must complete a Professional Growth Plan (PGP) with a total of 90 points or take a Pearson IN Core Content Area exam to start the six-year IP cycle over. Coursework or professional development included in a PGP must have been completed since the issue date of the first IP license.

A Building Level Administrator Initial Practitioner may only use the PGP option; they cannot start the IP cycle over with testing.

Do not apply for 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
- Approved PGP or copy of passing test scores.

Step-By-Step Instructions:

- 1) Click on the [LVIS Portal Link](#).
- 2) Select "Complete Profile"
- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click "Add Application."
- 8) Select "Renewal"
- 9) Select the license you are renewing.
- 10) Select PGP or Content Exam, If you are using the PGP option, the PGP must be approved prior to completing the application.
- 11) Click Next. A recommending institution is not required.
- 12) Click Next
- 13) Answer the questions. Upload required documentation, if requested.
- 14) Click Next.
- 15) Upload the required documentation and optional documentation. Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents or if they won't upload
- 16) Click "Next."
- 17) 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**.
- 18) Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee.
- 19) Mark the box under the "Pay?"
- 20) Fill out all the Billing information.
- 21) Click "Review Summary."
- 22) Click box under Refund Policy.
- 23) Click "Submit."

PGP Step-By-Step Instructions:

For more information on the PGP, click [HERE](#).

- 1) Log into your LVIS account.
- 2) Click on "Professional Growth Plan" on the right hand side.
- 3) Click Create New PGP 2 times
- 4) Use the drop down arrow to choose the category
- 5) Enter the date of activity
- 6) Enter the number of Hours
- 7) Enter a brief description of the activity.
- 8) If you are not teaching at a school, click browse to upload the document (certificate). Then click Save
- 9) If you are teaching at an Indiana School, click save.
- 10) Repeat 9-14 until you get 90 + points entered.

Once you have 90+ points enter, here is what you need to do.

- 1) Scroll down below the save button that you have clicked on. You should see "Submit PGP for Verification: "
- 2) Click the dot for one of the following: Teaching at Indiana School or Other.
- 3) If you click Teaching at Indiana School, Select the School –NOT THE CORPORATION, where you are teaching.
- 4) If you are not teaching at an Indiana school, click other and type in not teaching at Indiana school.
- 5) Click Submit PGP for Verification