

# Renew with Professional Growth Plan (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 **Edit** the PGP if you have already started one.
3. Click **Create A New**
4. Use the drop down arrow and select **Normal License Renewal (90 pts.)**
5. Click **Create New PGP**
6. Use the drop down arrow to choose the category of your PGP activity.
7. Enter the date of activity
8. Enter the number of Hours
9. Enter a brief description of the activity.
10. Uploading documentation.
  - If you are not employed at an Indiana School, our office will approve/verify your PGP. You **must** scan and upload documents for every PGP entry. Click **Browse** to find and select the file associated with your entry.
  - If you are a teacher or school services employee at an accredited Indiana school, verify with your principal 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.
  - If you are a principal at an accredited Indiana school and you are creating a PGP, verify with your superintendent to determine if he/she requires documentation to be uploaded with each entry. When PGPs are submitted to your school corporation, our office does not require you to upload them into your LVIS account unless required by your superintendent because your superintendent will be verifying and approving your PGP. To upload documents, if necessary, click **Browse** to find and select the file associated with your entry.
  - If you are a superintendent at an accredited Indiana school, verify with your school board president or human resource (HR) officer to determine if he/she requires documentation to be uploaded with each entry. Our office does not require you to upload them into your LVIS account unless required by your school board president or HR officer because your school board president or HR officer will be verifying and approving your PGP. To upload documents, if necessary, click **Browse** to find and select the file associated with your entry.
11. Click Save.
12. Repeat 5-11 until you get 90+ points entered. Once you have 90+ points entered, continue with step 13.
13. Scroll down below the Save button. You should see “Submit PGP for Verification.”

14. Click the dot for one of the following: Employed at Indiana School or Other.
  - o **Employed at an Indiana School:**
    - If you are a teacher or school service employee, **select the School.**
    - If an Administrator, **select the Corporation.**
  - o **Other:** your PGP will be submitted to IDOE for approval.
15. Click **Submit PGP for Verification**
16. Read information. Click **Confirm** or **Cancel**.

**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 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 16-1-1(e)) 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.*

17. Click the green **I am an Indiana** box
18. Click **Renew a License**
19. Click **Current IN Administrator, Instructor/Teacher, or School Services**
20. Click **Renew Administrative, Instructional, or School Services with PGP**
21. Select the license you would like to renew.
22. Click **Next**
23. Answer the questions. Upload required documentation, if requested. Click **Next**.
24. Upload the required documentation. Click **Next**
25. 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**.
26. Click the link to pay for all pending applications.
27. Mark the box under **Pay?**
28. Fill out billing information.
29. Click **Review Summary**.
30. Mark the box to acknowledge the 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.