

**HEA 1002 (2019)
Newly Required Professional Growth Plan (PGP) Points
Frequently Asked Questions**

The requirements for a Professional Growth Plan (PGP) have changed. After July 1, 2019, educators are required to earn 15 points through an externship, professional development promoting career navigation, or professional development relating to current and future economic needs.

Number	Question	Answer
1	What is the purpose of this Professional Growth Plan (PGP) point requirement?	Per HEA 1002 (2019) , legislation was introduced to encourage educators to connect what is being taught in the classroom to real world experience. This legislative recommendation originated from the Governor’s Workforce Cabinet, along with 40 other recommendations.
2	What is a Professional Growth Plan (PGP)?	A PGP is a Professional Growth Plan, which is one (1) option for accomplishing the renewal of an educator license. Educators record professional development (PD) activities and associated Professional Growth Plan (PGP) points in a Professional Growth Plan to qualify for license renewal. Ninety (90) Professional Growth Plan (PGP) points are required for the normal license renewal of five-year and 10-year licenses. One (1) hour of participation in a PD activity equals one (1) Professional Growth Plan (PGP) point.
3	Who does this legislation impact?	<p>This legislation impacts educators using a Professional Growth Plan (PGP) to renew a Professional Educator License issued as a practitioner or accomplished practitioner license or a comparable license issued under prior rules who start a Professional Growth Plan (PGP) renewal in the license holder’s LVIS account <u>after</u> July 1, 2019.</p> <p>Impacted licenses include:</p> <ul style="list-style-type: none"> ○ Bulletin 400—provisional (five-year) or professional (10-year)* ○ Rules 46-47—standard (five-year) or professional (10-year) ○ Rules 2002—proficient practitioner (five-year) or accomplished practitioner (10-year) ○ REPA—proficient practitioner (five-year) or accomplished practitioner (10-year) ○ REPA3—practitioner (five-year) or accomplished practitioner (10-year) <p><i>*NOTE: Professional LIFE license content areas issued under Bulletin 400 that carry an expiration date of 2099 are not impacted. Life license content areas are not required to be renewed. A content area added to a Life License that is valid for a 10-year period is subject to renewal requirements.</i></p>

4	Who does this requirement <u>not</u> apply to?	<p>This requirement <i>does not</i> apply to the following:</p> <ul style="list-style-type: none"> ● Career Specialist Permits ● Workplace Specialist II Licenses ● Transition to Teaching Permits ● Charter School Licenses ● Emergency Permits
5	How do I start a Professional Growth Plan (PGP) on or before July 1?	<p>To start a new Professional Growth Plan (PGP) do the following:</p> <ol style="list-style-type: none"> 1. Log in to your LVIS account (https://license.doe.in.gov/). 2. Click on the link on the right side of the screen for Professional Growth Plan. 3. Go to the next screen. 4. Click the link to create a new Professional Growth Plan (PGP). 5. On the dropdown menu, select your Professional Growth Plan (PGP) plan type. 6. Select the type of PD activity, the date completed, and the number of hours claimed for the PD activity. You can add a brief description and upload a supporting document if you have one. <p>For additional information visit: https://www.doe.in.gov/licensing/current-indiana-educator-renew-license#License4</p>
6	Do I need to have my entire Professional Growth Plan (PGP) completely done on or before July 1, 2019?	<p>No. You only need to have the Professional Growth Plan (PGP) started <u>with at least one point entered and saved</u> in your LVIS account on or before July 1.</p>
7	Do I need to have my Professional Growth Plan (PGP) verified by my principal on or before July 1, 2019?	<p>No. You only need to have the Professional Growth Plan (PGP) started <u>with at least one point entered and saved</u> in your LVIS account on or before July 1.</p>
8	I am on a five-year license and my license does not expire until 2021. Do I need to renew it on or before July 1, 2019?	<p>No. There is no reason to renew your license early. <u>However, make sure your Professional Growth Plan (PGP) is started with at least one point entered and saved in your LVIS account on or before July 1.</u> Your Professional Growth Plan (PGP) points will be stored in your LVIS account, and you can continue to record PGP points between now and your renewal in 2021. Your Professional Growth Plan (PGP) does not have to be verified by your administrator until closer to the expiration date of your license.</p>
9	I am on a 10-year license and my license does not expire until 2024. Do I need to renew it on or before July 1, 2019?	<p>No. There is no reason to renew your license early. <u>However, make sure your PGP is started with at least one point entered and saved in your LVIS account on or before July 1.</u> Your Professional Growth Plan (PGP) points will be stored in your LVIS account, and you can continue to record PGP points between now and your renewal in 2024. <i>Note: Your administrator should not verify your points until you are within five-years of your license expiration date.</i></p>

10	How long are Professional Growth Plan (PGP) points saved in my LVIS account?	Professional Growth Plan (PGP) points can be recorded during the entire validity period of the license. Professional Growth Plan (PGP) points do not expire. They are stored in the teacher's LVIS account until the Professional Growth Plan (PGP) is complete and can be submitted to the principal for verification near the renewal date.
11	I heard Professional Growth Plan (PGP) expire after 45 days. Is this true?	No. See A9. You may be confusing a Professional Growth Plan (PGP) with an inactive application. A license application started in LVIS that remains inactive for 45 days is automatically closed. An educator can start a new application if this happens. <u>This is a completely separate function from the recording of PGPs in the LVIS PGP tool.</u>
12	I have a 10-year license. When can I record Professional Growth Plan (PGP) points, and when can I get the PGP verified?	Once a Professional Growth Plan (PGP) is verified by an administrator, the plan is valid for five (5) years to be used for your next license renewal. <u>However, the Professional Growth Plan (PGP) can include points earned during the entire validity period of the license, as long as the PD was completed after the issue date of the license being renewed</u> —meaning a teacher holding a 10-year license can record Professional Growth Plan (PGP) points during the entire 10-year period of the license, <u>but the teacher should not submit any PGP for verification by the administrator until the date is within the five (5) years of license expiration.</u>
13	What are the three ways I can earn the 15 required Professional Growth Plan (PGP) points?	Per HEA 1002, the three ways to meet this mandate are as follows: <ol style="list-style-type: none"> 1. An externship with a company; 2. Professional development provided by the state, a local business, or a community partner that provides opportunities for school and employers to partner in promoting career navigation; 3. Professional development provided by the state, a local business, or a community partner that outlines the: <ol style="list-style-type: none"> a. current and future economic needs of the community, state, nation, and globe; and b. ways in which current and future economic needs described in clause (A) can be disseminated to students.
14	Do the 15 points need to come from the same experience?	No. The points (1 point = 1 hour) can be earned through a single experience or a combination of the experiences listed in Q13.
15	Can more than 15 points be earned from the experiences listed in Q13?	Yes. A minimum of 15 points must be earned through the experiences listed in Q13.

16	I want to renew my license with a combination of PD and college coursework. Do I need to create a Professional Growth Plan (PGP)?	<p>Yes. If you are combining Professional Growth Plan (PGP) points earned for PD activities with college coursework, you need to create a PGP. One (1) semester hour of college credit equals 15 Professional Growth Plan (PGP) points.</p>
17	How do I verify my Professional Growth Plan (PGP)?	<p>A Professional Growth Plan (PGP) must be verified by an administrator or the Indiana Department of Education before it can be used to support a license renewal application in LVIS. Once you have recorded the required amount of points in your Professional Growth Plan (PGP), you will do the following:</p> <ul style="list-style-type: none"> ● Make a selection on the screen indicating you are employed in an Indiana school. ● Select your school from the menu. ● Once you submit your Professional Growth Plan (PGP), it will route to your administrator for verification. ● After your administrator verifies the Professional Growth Plan (PGP), you will receive an email confirmation.
18	I am completing a Professional Growth Plan (PGP) to renew my license, but I am not currently employed in an Indiana school. Who verifies my Professional Growth Plan (PGP)?	<p>When your Professional Growth Plan (PGP) is complete and you are ready to submit it for verification, you will select the button for "Other." That selection will automatically route your Professional Growth Plan (PGP) to the Indiana Department of Education for review and verification.</p>
19	I am required to hold a license from the Indiana Professional Licensing Agency (IPLA) concurrently with my IDOE license. (Communication Disorders, School Social Work, or School Nurse) Do I need a Professional Growth Plan (PGP) to renew my IDOE issued license?	<p>You will not need a Professional Growth Plan (PGP) to renew IDOE issued license. The Indiana Department of Education will accept your valid IPLA license as evidence you are completing appropriate continuing education/PD for licensure. Since you do not need a Professional Growth Plan (PGP) to renew, the new 15 PGP point requirement does not apply to you.</p>

20	What evidence do I need to document my Professional Growth Plan (PGP) points?	Reference the Professional Experience Documentation Chart .
21	What is an externship?	<p>HEA 1002 did not include a formal definition of “externship.” Absent a formal statutory definition, it can be locally defined. IDOE is offering universal parameters to help guide experiences.</p> <ul style="list-style-type: none"> ● Externship is another term for job shadow. ● Externships are provided by a respected employer in a business environment in which the educator is interested. ● Externships can be paid or unpaid. ● Externships can be a one day experience or up to eight weeks.
22	What is professional development that promotes career navigation?	HEA 1002 did not include a formal definition of “career navigation.” Absent a formal statutory definition, it can be locally defined.
23	What is professional development that outlines current or future economic needs?	HEA 1002 did not include a formal definition of “current or future economic needs.” Absent a formal statutory definition, it can be locally defined.

For additional information, please email licensinghelp@doe.in.gov.

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