



**These instructions are for school service coordinators renewing a two-year IP license with a Professional Growth Plan (PGP) for the third time. This is a two-step process. Your PGP must be approved prior to submitting the renewal application and fee.**

### Step 1: Creating the PGP

1. Log into your LVIS account
2. Click on *Professional Growth Plans* on the left-hand side.
3. Click on *Create PGP*.
4. Select PGP Type “Initial Practitioner Cycle Reset (Required Points: 90).”
5. Click on *Create*.
6. Select the category from the drop-down list.
7. Enter the date of the activity.
8. Enter the number of hours.
9. Enter a brief description of the activity.
10. Click on Attach File to upload verification (**This optional for if you’re teaching at an Indiana school, however, it if you are not employed by an Indiana school, verification is required.**)
11. Click on *Create Activity*.
12. Repeat steps 6-11 until you have 90 points entered.
13. Click the dot for one of the following:
  - a. Teaching at Indiana School or Other.
    - i. Teaching at an Indiana School:
    - ii. **Select the exact school you are employed by, and not the corporation.**
  - b. Other: your PGP will be submitted to IDOE for approval.
14. Click on Submit.

**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.**

### Step 2: Creating & Submitting the Renewal Application

1. Log into your LVIS account.
2. Click on *Start An Application* on the left-hand side.
3. Click the green “Renew, Convert or Professionalize my license” box.
4. Select *School Service*.
5. Click *I have a 2 year license*.
6. Click *Renew a 2 year license*.
7. Click *Third renewal*.
8. Click on *Start Application*.
9. Select your existing license number from the drop-down menu.
10. Answer the Degree Change question.
11. Click on the circle “Less than two years.”
12. Answer the three Criminal History questions.
13. Select *Continue*.
14. Upload the request documentation.
15. Select *Continue*.
16. Review your application, scroll down to the bottom and select *Submit*.
17. Click the *Make Payment* button.
18. Check the circle next to the payments you’re wanting to make for this transaction.
19. Click *Start Payment Transaction*. You will be routed to the NIC payment portal to proceed with making the payment.

**Once your payment is submitted, you will be redirected to LVIS, where you can now view your application status. Processing times will be on the front page of LVIS before you sign in and vary in length depending on the time of year.**