These instructions are for Educational Interpreters renewing their license with a Professional Growth Plan (PGP). This is a two-step process. Your PGP must be approved prior to submitting the renewal application and fee

STEP 1:

1. Log into your LVIS account
2. Click on **Educational Interpreter Professional Growth Plans (PGPEI)** on the left hand side.
3. Click **Create PGPEI:**
4. Enter your PGPEI Points. **You will need 18 Skill Points and then 18 General Points.**
5. Select the Category from the drop-down list.
6. Enter the date of the activity.
7. Enter the number of Hours.
8. Enter a brief description of the activity.
9. 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)**
10. Click on Create Activity
11. Repeat these steps until you have 36+ points entered. Once you have 36+ points entered, a new box to submit your PGPEI will appear. *It will not appear until all the points have been entered to prevent an unfinished PGPEI from being submitted.*
    - ○ **If you are teaching at an Indiana School,** select this option and then select your exact school from the drop down.
    - ○ **If you are not teaching at an Indiana school**, click OTHER, and it will be sent to the IDOE for approval.
12. Click **Submit PGP for Verification**

STOP. *You must wait for approval of the PGP to move on to the next steps.* You will receive an email notification when your PGPEI has been approved.

STEP 2:

13. Click on **Start An Application** on the left-hand side of the screen under the **My Application** menu.
14. Click the green "**Renew, Convert or Professionalize my license**" box.
15. Select **Educational Interpreter**
16. Select the license you wish to renew. Answer the questions. Click **Next**.
17. Upload required documentation, if requested. Click **Next**.
18. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Any corrections that need to be made will be in **RED**.
19. The screen will refresh and you will be able to view the application. If you need to edit or remove the application, you can do so now.
20. Click Make Payment.
21. Check the circle next to the payments you are wanting to pay for this transaction. Click **Start Payment Transaction**.
22. You will be temporarily redirected to the NIC payment portal.
23. Fill out all the **Billing information**. Click Next. Fill out all the payment information. Click **Submit Payment**.
24. Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status. Processing times will be on the main portal page of LVIS –where you log in–and will vary in length depending on the time of year

HELPFUL WEBSITE:
https://www.in.gov/doe/educators/educator-licensing/educational-interpreter-certificate-applicants