



**This is a two-step process. PGPs must be approved before the renewal application and fee are submitted.**

### Step One: Creating the PGP

1. Log into your LVIS account
2. Click *Professional Growth Plans* on the left-hand side
3. Click *Create PGP*
4. Select PGP Type *Renewal of 5- or 10-Year License (Required Points: 90)*
5. Click on *Create*
6. Select the category from the drop-down list
7. Enter the date of the activity, the number of hours, and a brief description of the activity
8. Click *Attach File* to upload verification
  - a. Verification is optional for current Indiana school employees and required for those not currently employed by an Indiana school
9. Click *Create Activity*
10. Repeat steps 6-11 until the required 90 points are entered
11. Select one of the following: *Teaching at Indiana School or Other*
  - a. Teaching at an Indiana School:
    - i. If you are a teacher or school service employee, select the school
    - ii. If you are an administrator, select the corporation
  - b. Other: PGP will be submitted to IDOE for approval
14. Click *Submit*

### Step Two: Creating and Submitting the Renewal Application

1. Log into your LVIS account
2. Click *Start An Application* on the left-hand side
3. Click the green *Renew, Convert or Professionalize My License* box
4. Select *School Services*
5. Click *I have a 5 year license*
6. Click *Renew a 5 year license*
7. Click *Renew with 90 point PGP*
8. Click *Start Application*
9. Select your existing license number from the drop-down menu
10. Answer the *Degree Change* question
11. Answer the three Criminal History questions
12. Select *Continue*
13. Upload the requested documentation
14. Select *Continue*
15. Review your application, scroll down to the bottom and click *Submit*
16. Click *Make Payment*
17. Select the applications for which you want to pay in this transaction
18. Click *Start Payment Transaction* to go to the NIC payment portal to make the payment

**STOP. The submitted PGP must be approved before creating and submitting the renewal application. Applicants will receive email notification upon PGP approval.**

**Once payment is submitted, applicants will be redirected back to LVIS, where they can view application status. Processing times are noted on the front page of LVIS before signing in and vary in length depending on the time of year.**