



## Instructions:

Converting a 2-Year Initial Practitioner License to 5-Year Practitioner  
School Services Licenses using PGP for Renewal

**THIS IS A TWO-STEP PROCESS. YOUR PGP MUST BE APPROVED FIRST BEFORE YOU CAN SUBMIT THE CONVERSION APPLICATION AND FEE.**

### STEP ONE - 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 “**Conversion to a Five Year License (Required Points: 40)**”
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 40 points entered.**
13. Click the dot for one of the following: Teaching at Indiana School or Other.
  - a. Teaching at an Indiana School:
    1. **If you are a teacher or school service employee, select the school.**
    2. **If you are an administrator, select 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. You may then proceed with the following steps: SEE STEP TWO**

### STEP TWO - CREATING & SUBMITTING THE CONVERSION 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 **ADMINISTRATOR**
5. Click **I HAVE A 2 YEAR LICENSE**
6. Click **CONVERT TO A 5 YEAR LICENSE**
7. Click **CONVERT WITH 40 POINT PGP**
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-Two or more 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 **Make Payment** button
18. Check the circle next to the payments you’re wanting to pay for this transaction.
19. Click **Start Payment Transaction**, you will be routed to the NIC payment portal and you will proceed with making the payment.
20. After you submit your payment, you will be redirected back to LVIS.

**Processing times will be on the front page of LVIS before you sign in and vary in length depending on the time of year.**

After your application is submitted, you can find it under **Application Status**. Please see the status key below:

- **DOE Review** - the IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to ‘Missing Documents’ in LVIS in the left-hand menu to view the email that was sent with information on what is being requested

More information on converting your license and required documents: [Click Here](#)