



Instructions:

Renewing an Educational Interpreter Permit

(This is a Two-Step Process)

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, 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. You may then proceed with the following steps:

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. Please **review the application**. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing.
19. Click **Make Payment**.
20. Select the radio button next to the payment(s). Click **Start Payment Transaction**.
21. You will be temporarily redirected to the NIC payment portal.
22. Fill out all the **Billing information**. Click Next. Fill out all the payment information. Click **Submit Payment**.
23. Once your payment is submitted, you will be redirected back to LVIS.
24. The IDOE will contact you via the email in your LVIS account if we need additional information, and when the application is approved or denied.