



Professionalizing to a 10 Year & Renewing with a Professional Growth Plan (PGP)

A list of required documentation and requirements for this application can be found on our website: [Click Here](#)

THIS IS A TWO-STEP PROCESS. YOUR PGP MUST BE APPROVED FIRST BEFORE YOU CAN SUBMIT 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 “**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.
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 an Indiana School:**
 - b. **1. If you are a teacher or school service employee, select the school.**
 - c. **2. If you are an administrator, select the Corporation.**
 - d. **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 2: STARTING & 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 **TEACHER**.
5. Select **INSTRUCTIONAL LICENSE**.
6. Click **I HAVE A 5 YEAR LICENSE**.
7. Click **RENEW AND PROFESSIONALIZE TO A 10 YEAR LICENSE**.
8. Choose one of the following:
 - A. **PROFESSIONALIZE WITH MASTER:**
 - B. **PROFESSIONALIZE WITH NBC:**
9. Click **RENEW WITH 90 POINT PGP**
10. Click on **Start Application**
11. Select your existing license number from the drop-down menu.
12. Answer the Degree Change question.
13. Answer the three Criminal History questions.
14. Select **Continue**.
15. **Upload the requested documentation.**
16. Select **Continue**.
17. **Review your application**, scroll down to the bottom and select **Submit**.
18. Click the **Make Payment** button.
19. Check the circle next to the payments you're wanting to pay for this transaction.
20. Click Start Payment Transaction, you will be routed to the NIC payment portal and you will proceed with making the payment.

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 front page of LVIS before you sign in and vary in length depending on the time of year.