Administrator - Renew (10 year license) with PGP

1. Log into your LVIS account.
2. Click on **Professional Growth Plan** on the right hand side.
3. Click **Create A New**
4. Select **Normal License Renewal (90 pts.)**
5. Click **Create New PGP**
6. Use the drop down arrow to choose the category
7. Enter the date of activity
8. Enter the number of Hours
9. Enter a brief description of the activity.
10. **If you are teaching at an Indiana School, click Save (if not go to step 11)**. *You can upload documentation if you so choose or if your school administrator requests. You and your school administrator can also make an alternative arrangement to submit PGP documentation.*
11. **If you are not teaching at a school**, click **Browse** to upload the document or certificate, then click **Save**
12. Repeat 5-8 until you have 90+ points entered. Once you have 90+ points entered, continue with step 12.
13. Scroll down below the Save button. You should see "Submit PGP for Verification:"
14. 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. **Othe**r: your PGP will be submitted to IDOE for approval.
15. 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 PGP has been approved. You may then proceed with the following steps:

16. Log into your LVIS account.

17. Click the green "**Renew, Convert or Professionalize my license**" box.
18. Select **Administrator**
19. Click **I have a 10 year license**
20. Click **Renew a 10 year license**
21. **click Renew with 90 point PGP**
22. Select the license you wish to renew. Answer the questions. Click **Next**.
23. Answer the questions. Upload required documentation, if requested. Click **Next**.
24. Upload the required documentation. Click **Next**.
25. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
26. Click the link to **pay for all pending applications**.
27. Mark the box under **Pay**?
28. Fill out billing information.
29. Click **Review Summary**.
30. Mark the box to acknowledge the Refund Policy.
31. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click "Application Status" on the right hand side when you are in your LVIS account.