

# Convert Initial Practitioner (IP) License to a Practitioner (P) License with PGP (Teacher-Charter School)

## Part 1 of 2 – Entering in PGP Points

1. Log into your LVIS account. <https://license.doe.in.gov/login>
2. Click on **Professional Growth Plan** on the right hand side.
3. Click **Create A New**
4. Select **Conversion to Five Year License (40 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. Entering documentation.
  - a. **If you are teaching at an Indiana School**, uploading documentation may be optional. Contact your school or district administrator about how they would like you to submit documentation. You may be able to hand-deliver rather than upload documentation. Click **Save**.
  - OR
  - b. **If you are not teaching at a school**, click **Browse** to upload the document/certificate pertaining to entered information. Then click **Save**
11. Repeat 5-10 until you get 40+ points entered. Once you have 40+ points entered, continue with step 12.
12. Scroll down below the Save button. You should see “Submit PGP for Verification:”
13. Click the dot for 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 an Administrator, **select the Corporation**.
  - b. **Other:** your PGP will be submitted to IDOE for approval.
14. 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:

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**
4. Select **Charter School License**
5. Select **I have a 2 year license**
6. Select **Convert to a 5 year license**
7. Select **Convert with 40 Point PGP**
8. Choose one of the following:
  - a. If you are eligible to add content areas, select **Add Instructional Content Areas**
  - b. If you are not adding content area at this time, select **Continue without adding Content areas**
9. Select your license from the drop down menu and answer the question as it pertains to you.
10. Click **Next**.
11. Answer the questions and provide documentation if required. Click **Next**.
12. Upload required documentation. Click **Next**.
13. 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**.
14. Click the link to pay for all pending applications.
15. Mark the box under the “**Pay?**”
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Check the box next to the Refund Policy.
19. 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.