Convert Initial Practitioner (IP) License to a Practitioner (P) License with PGP (Teacher-Instructional)

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