



Teacher - Renew an Initial Practitioner (IP) License for a 3rd time 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:**
 - i. If you are a teacher or school service employee, **select the School.**
 - ii. If you are an administrator, **select the Corporation.**
 - b. **Other:** 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:

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**
4. Select **Instructional**
5. Select **I have a 2 year license**
6. Select **Renew a 2 year license**



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

7. Select **Third renewal with PGP**
8. 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**
9. Select the license you wish to renew and answer the questions. Click **Next**.
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**.