

Charter School License - Renew (5 year license) with PGP

1. Log into your [LVIS](#)(link is external) 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. **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:

16. Log into your [LVIS](#) account.
17. Click the green “**Renew, Convert or Professionalize my license**” box.
18. Select **Charter School License**
19. Click **I have a 5 year license**
20. Click **Renew a 5 year license**
21. Click **Renew with 90 point PGP**
22. 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**
23. Select the license you wish to renew. Answer the questions. Click **Next**.
24. Click **Add Recommending Instruction Entry**. Select the **State**.
 - a. If Indiana, **Select** the Indiana College/University.
 - b. If out-of-state, **type in** the name of the college/university.
 - c. Click **Save Recommending Institution Entry**. Click **Next**.
25. Answer the questions. Upload required documentation, if requested. Click **Next**.
26. Upload the required documentation. Click **Next**.
27. 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**.
28. Click the link to **pay for all pending applications**.
29. Mark the box under **Pay?**
30. Fill out billing information.
31. Click **Review Summary**.
32. Mark the box to acknowledge the Refund Policy.
33. 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.