

# 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.