

Renew Educational Interpreter Permit

1. Log into your [LVIS](#) account.
2. Click on **Educational Interpreter Professional Growth Plan** on the right hand side.
3. Click **Create A New PGPEI**.
 - a. If you do not see that option, you might already have one in process and you should EDIT it.
4. In the PGPEI information section, the applicant will see:
 - a. Name – This displays the applicant’s name
 - b. Create Date – This displays the date the PGPEI was created.
 - c. Number of Items That Have Been Added to This PGPEI – This displays the total number of items that have been added to the PGP
 - d. Skills – This displays the total number of points out of the 18 Skills points required.
 - e. General – This displays the total number of points out of the 18 General points required.
 - f. Total – This displays the total number of points out of the 36 PGPEI points required.
5. In the Experience Information section:
 - A. Category – Select the category from the drop down menu. Options include:
 - a. Skill Development
 - b. Deaf Culture and History
 - c. Language Development and Acquisition in Children
 - d. Child Development
 - e. Foundations in Interpreting theory and Practice
 - f. Code of Ethics for Educational Interpreters
 - g. Principles and Practices of Special Education
 - h. Audiological Issues for Students and Adults
 - i. Other.
6. Date of Activity – Type the date on which the activity occurred. (Example: 05/05/16)
7. Hours – Type the number of hours for this one particular experience.
8. Description of Activity – Type a description of the activity in the text box.
9. File to Upload
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:

16. Log into your [LVIS](#) account.
17. Click the green “**Renew, Convert or Professionalize my license**” box.
18. Select **Educational Interpreter**
19. Select the license you wish to renew. Answer the questions. Click **Next**.
20. Answer the questions. Upload required documentation, if requested. Click **Next**.
21. Upload the required documentation. Click **Next**.
22. 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**.
23. Click the link to pay for all pending applications.
24. Mark the box under **Pay?**
25. Fill out billing information.
26. Click **Review Summary**.
27. Mark the box to acknowledge the Refund Policy.
28. 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.