



**This is a TWO-STEP PROCESS. You cannot start the application process until you have completed the Professional Growth Plan (PGP).**

Please see our website for more detailed information on Career Specialist Permit renewals: [Click Here](#)

More information about Professional Growth Plans (PGP): [Click Here](#)

### STEP ONE: CREATING THE PGP

1. Log into your [LVIS](#) account.
2. Click on **Professional Growth Plans** on the left-hand side.
3. Click on **Create PGP**.
4. Select PGP Type "**Career Specialist Renewal - Required Points: 40**")
5. Click on **Create**.
6. Your PGP will now open. To put in entries go to the **+Add Activity** box below the table. Please use the drop downs to put in entries.
  - a. Putting in Entries:
  - b. Enter the Category.
  - c. Enter the date of the activity.
  - d. Enter the number of Hours.
  - e. Enter a brief description of the activity.
  - f. Click on Attach File to upload verification  
**(This optional for if you're teaching at an Indiana school, however, if you are not employed by an Indiana school, verification is required)**
  - g. Click on Create Activity
7. Repeat steps 6-11 until you have 40 points entered. A new window will now appear below the table titled: **Submit for Verification**
8. Click the dot for one of the following: Teaching at Indiana School or Other.
  - a. Teaching at an Indiana School:
    - b. 1. If you are a teacher or school service employee, select the school.**
    - c. 2. If you are an administrator, select the Corporation.**
  - b. Other: your PGP will be submitted to IDOE for approval.
9. 14. Click on Submit

**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: SEE STEP TWO**

### STEP TWO: CREATING & SUBMITTING THE RENEWAL APPLICATION

1. Log into your LVIS account.
2. Click on **Start An Application** on the left-hand side.
3. Click the green "**Renew, Convert or Professionalize my License**" box.
4. Select **TEACHER**
5. Select **CAREER SPECIALIST**
6. Click **CSP RENEWAL w/ PGP (THIS IS NOT MY FIRST 1ST TIME RENEWING)**
7. If you are adding a content area, select ADD Instructional Content Area(s). If you are not adding a content area, select 'Continue Without Adding Content Area(s):'
  - A. **If you are eligible to add content areas, select ADD INSTRUCTIONAL CONTENT AREAS**
    - i. **B. If you are not adding content area, select CONTINUE WITHOUT ADDING CONTENT**
  - C.
9. Click on **Start Application**
10. Select your existing license number from the drop-down menu.
  - A.
11. Answer the Degree Change question.
12. Answer the three Criminal History questions.
13. Select **Continue**.
14. Upload the request documentation.
15. Select **Continue**.
16. Review your application, scroll down to the bottom and select Submit. Any missing information will be in **RED**.
17. Click **Make Payment** button
18. Check the circle next to the payments you're wanting to pay for this transaction.
19. Click Start Payment Transaction, you will be routed to the NIC payment portal and you will proceed with making the payment .

**Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status. Processing times will be on the front page of LVIS before you sign in and vary in length depending on the time of year.**