INDIANA DEPARTMENT of EDUCATION

Licensing Verification and Information System (LVIS) Instructions:
Renewing and Adding a Content Area to a 10 year Instructional License & Renewing with PGP

THIS IS A TWO-STEP PROCESS. YOUR PGP MUST BE APPROVED FIRST BEFORE YOU CAN SUBMIT THE RENEWAL APPLICATION AND FEE.

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 **"Renewal of 5- or 10-Year License (Required Points: 90)**"
5. Click on **Create**
6. Select the Category from the drop-down list.
7. Enter the date of the activity.
8. Enter the number of Hours.
9. Enter a brief description of the activity.
10. Click on Attach File to upload verification **(This optional for if you're teaching at an Indiana school, however, it If you are not employed by an Indiana school, verification is required**)
11. Click on **Create Activity**
12. **Repeat steps 6-11 until you have 90 points entered.**
13. Click the dot for one of the following: Teaching at Indiana School (a) or Other (b):
    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.
14. Click **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 INSTRUCTIONAL LICENSE
6. Click I HAVE A 10 YEAR LICENSE
7. Click RENEW A 10 YEAR LICENSE
8. Click RENEW WITH 90 POINT PGP
9. Choose the option to Add an Instructional Content Area
10. Choose one of the following:
    a. **ADD WITH COURSEWORK AND EXAM**
        i.
    b. **ADD WITH EXAM ONLY**
11. Click on Start Application
12. Select your existing license number from the drop-down menu.
13. Answer the Degree Change question.
14. If you are adding with coursework, you will now add your recommending institution (the college/university you completed the coursework for the addition)
15. Answer the three Criminal History questions and upload required documentation if requested.
16. Select Continue
17. Please read the directions on how to select the area(s) you are adding to your license. Click Save & Continue when finished.
18. Upload the request documentation.
19. Select Continue
20. Review your application, scroll down to the bottom and select Submit.
21. Click Make Payment button
22. Check the circle next to the payments you're wanting to pay for this transaction.
23. 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.

For more information about this application type: Click Here