



Instructions:

Renewing with Professional Growth Points (PGP)

School Services 5-year License

More information on PGP and a list of required documentation and requirements for this application can be found on our website: [Click Here](#)

The following license types **MUST** have a **valid IPLA license** to complete this application:

- Communication Disorders, School Social Workers, and School Nurses.

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, 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 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.**
 - d. b. Other: your PGP will be submitted to IDOE for approval.
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 SCHOOL SERVICES
5. Click I HAVE A 5 YEAR LICENSE
6. Click RENEW A 5 YEAR LICENSE
7. Click RENEW WITH 90 POINT PGP
8. Click on Start Application
9. Select your existing license number from the drop-down menu.
10. Answer the Degree Change question.
11. Answer the three Criminal History questions.
12. Select Continue
13. Upload the request documentation.
14. Select Continue
15. Review your application, scroll down to the bottom and select Submit.
16. Click Make Payment button
17. Check the circle next to the payments you're wanting to pay for this transaction.
18. 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.