



## What Happens When I Reach 90 Professional Growth Points?

It's time to renew your license with the IDOE online...



## LVIS Licensing Verification and Information System

<https://license.doe.in.gov>



Once your license is processed, you can access it online and print/send a copy to the Central Office.

- A valid Indiana teaching license must be on file prior to the first teacher day of school.
- If your license expires once the year starts, you are legal until the beginning of the next school year.

## Frequently Asked Questions License Renewals

- If you use the PGP for renewal, do you always have to use this option?
  - No, you may use any of the three options.
- Can you renew all of your licenses with one Professional Growth Plan?
  - Yes, you may renew all of your licenses using one PGP. You will be required to complete separate applications and pay licensing fees for each license you are renewing through the Department of Education.
- Can I use the same Professional Growth Plan to renew license with different expiration dates?
  - As long as the professional growth experiences have occurred within the time period the license is active and a single PGP can be used to renew license with different expiration dates.
- Can you use a combination of coursework and PD experiences for license renewal?
  - Yes, you may use coursework and PD experiences for license renewal. One hour of coursework is equal to fifteen PGP points. A three-hour course would equal 45 PGP points.
- Can CRUs be used for license renewal?
  - CRUs are no longer used to renew a license. However, CRUs can be used as PD activities. The conversion is 1 CRU = 2 PGP points.
- Who will evaluate my Professional Growth Plan?
  - If you are currently working in an Indiana school, you will submit your PGP to your Building Level Administrator, Director, Supervisor, or Superintendent when your license is up for renewal. He/She will verify that you have completed the 90 hours of professional development and sign off on the Professional Development, Renewal Information and Verification Form. You will submit this form with the other application materials to renew your license.
  - \*\*Suggestion: Upload/maintain records in LMS throughout the renewal cycle.

## FAQ's continued

- Can I use a combination of coursework and professional development experiences for license renewal?
  - Yes, you may use coursework and professional development experiences for license renewal. However, it must be done with a Professional Development Plan. One (1) hour of coursework is equal to fifteen (15) professional growth plan points. Therefore, a 3 credit hour course would equal 45 PGP points. The remaining 45 PGP point could be professional development activities.
- Can Professional Growth Experiences be used to renew an inactive license?
  - Professional Growth Experiences can be used to renew an inactive license as long as the experiences occurred during the time period preceding the renewal of the license.
- What if I am unable to complete enough professional growth experiences to earn 90 points within the appropriate time period?
  - Conversations with experienced teachers indicate that most can identify well over 90 points of creditable experiences within the time period allowed for completion.
- I have well over 90 professional growth experience points. Can I hold some of the experiences back and use them for a future Professional Growth Plan?
  - You will not be able to "bank" points toward a future Professional Growth Plan. You may only use experiences within the time period the license is active.
- What happens if I become employed by another school district, I am no longer teaching, or my employment situation changes in another way?
  - The Professional Growth Plan belongs to the individual and can be submitted regardless of one's employment situation for the purpose of renewing both active and/or inactive licenses.

## FAQ's Continued

- Can I earn Professional Growth experience points for serving on my school district's teacher contract negotiating team, sponsoring my school's Spell Bowl Team, Academic Team, Chess Club, etc?
  - Negotiating a contract and any of the other activities listed above are not approved options for earning professional growth experience points.