

Professional Growth Plan for Educators Currently Working in a School Setting

Educators that are currently working in a school setting will need to complete their PGP and then have it verified by their Building Level Administrator, Superintendent, Director or Supervisor.

A total of 90 PGP points are required for submission. The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:

[Professional Growth Plan Experience Documentation](#)

The PGP Renewal Information & Verification Form and Professional Growth Plan Experience Log must be filled out completely and signed off by the appropriate individuals.

[Professional Growth Plan Renewal Information & Verification Form](#)

[Professional Growth Plan Experience Log](#)

Once the PGP Renewal Information & Verification Form has been completed, the educator will submit the following materials for license renewal to the address below:

- Application for Indiana Educator License, [Form 9331](#)
- \$35 Money order/cashiers' check made out to The State of Indiana
- Copy or original license
- PGP verification form signed by Administrator, Director, Supervisor, or Superintendent. **DO NOT submit the Professional Growth Plan Experience Log to the Office of Educator Licensing and Development.**

*If you are renewing more than one license, a separate application and fee is required.

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798