

Engineering and Biomedical Sciences Certification Document 1: Guide for Schools



The National Certification Process

The primary purpose of the certification program is to recognize schools which have implemented a high quality PLTW™ program. Students also have the opportunity to apply for college credit for selected PLTW™ courses. The process involves three steps: self-assessment, site visit and a final certification report. A fully certified school has met all standards in the National Affiliate/PLTW™ Certification Process. All of these requirements are outlined in the self-assessment document.

Before applying for Certification ensure that these four elements are in place:

1. Each course is taught by a teacher who has successfully completed a PLTW™ Summer Institute for that course within the last five years.
2. The equipment and software being used in the classroom meets or exceeds the PLTW™ specifications.
3. All students enrolled in PLTW™ courses are also concurrently enrolled in the appropriate college preparatory mathematics and science courses.
4. A partnership team functions to support all aspects of the program and meets on a regular basis with a specific agenda and goals to accomplish.

Benefits for the School

- The school achieves national recognition and is identified as a certified engineering or biomedical sciences site.
- All PLTW™ trained teachers on site will be eligible to apply to the Master Teacher Program.
- Students will have the opportunity to receive college credit for eligible courses after passing the appropriate section of the end-of-course exam.

The principal, instructional leaders and PLTW™ trained teachers at each site should address all requirements outlined in the Self-Assessment document and make preparations to address all elements. This document is organized around the following quality indicators:

- I. Program Implementation
- II. Professional Development
- III. Partnership Team
- IV. Students
- V. Student Assessment
- VI. Administrative Support
- VII. Post Secondary
- VIII. Communication & Outreach

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Instructions for the School Leader and Teaching Staff

1. Visit the Project Lead the Way® website to get certification updates and document revisions.
2. As a school team complete all elements of the Self Assessment Checklist at least two months prior to the visit and submit to Project Lead the Way® online.
3. Create a schedule for the Evaluator(s). The schedule should include the classroom visit plan, interview schedule and administrator meeting times (download sample the four or six hour schedule from PLTW™ website). Additionally, brief the faculty and staff on the visit schedule, certification expectations and responsibilities they may have during the visit.
4. Prepare materials binder for the Evaluator(s). Collect and organize all documentation needed for the visit. This binder should include:
 - a) Completed Self Assessment Checklist
 - b) Site visit schedule
 - c) School map and teacher locator
 - d) PLTW National Data Collection program evaluation summary
 - e) Copies of all teacher and counselor Project Lead the Way® professional development certificates
 - f) Any additional relevant school data
5. Conduct site visit and celebrate success!