



# Certification Document 1: Guide for Schools

## The National Certification Process

The primary purposes of the certification program are to recognize schools which have successfully implemented the PLTW™ program and to provide an opportunity for students to apply for college credit for selected PLTW™ courses. The process involves three steps: Self-Assessment, Site Visit, and the Final Certification Report. A 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 school uses equipment which meets or exceeds the PLTW™ equipment specifications including both hardware and software.
3. All students enrolled in PLTW™ courses are also concurrently enrolled in the appropriate college preparatory mathematics course.
4. A PLTW™ 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

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

## Site Leader Procedures

The principal, instructional leaders and PLTW™ teachers at each site should address all requirements outlined in the Self-Assessment package 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

### **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.** This document should be sent electronically to the Certification Evaluator and the Director of Program Quality.
3. **Create a schedule for the Evaluator(s).** In doing so, also include the classroom visit plan, interview schedule and administrator meeting times (download sample 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. *True Outcomes* program evaluation summary
  - e. Copies of all teacher and counselor Project Lead the Way® professional development certificates
  - f. Any additional relevant school data

**Conduct site visit and celebrate success!**