

Project Lead The Way® Certification Documents Guide

The following table has been provided to assist schools and evaluators in the selection of the appropriate documents to be used during the certification process. All of the documents are available on the Project Lead The Way® website.

Document Name	School	Evaluator
Certification Document 1: Guide for Schools (general overview of the purpose for, benefits, and procedure to follow during the certification process)	√	√
Certification Document 2: Self- Assessment (evaluation that is completed by school team and then forwarded to certification team leader)	√	
Certification Document 3: Portfolio/Engineering Notebook & Equipment Guide (lists by course the elements that should be present in a student portfolio, engineering notebook and equipment necessary for instruction)	√	√
Certification Document 4: Software Listing (lists by course the software used)	√	√
Certification Document 5: Site Visit Interview Guide (lists possible questions that may be used while conducting the site visit)	√	√
Certification Document 6: School Visit Sample Schedule (example of site visit schedule)	√	√
Certification Document 7: Equipment Pictures (lists with pictures the equipment by course)		√
Certification Document 8: Site Visit Guide (checklist to be used during a visit that lists all elements of the self- assessment, kept by evaluator as a record of the visit)		√
Certification Document 9: Visit Reporting Document (document that is be sent electronically to the Project Lead The Way® main office)		√