

OUTSTANDING PLTW ADMINISTRATOR AWARDS

Frequently Asked Questions

1. What is the Outstanding PLTW Administrator Awards Portal?

The [Outstanding PLTW Administrator Awards Portal](#) is a secure web-based system that houses the submission point for your nomination.

2. Who can submit a nomination?

Any member of the educational community (staff, faculty, administrators, or students) may nominate someone for this award. PLTW also accepts self-nominations.

3. When does the Outstanding PLTW Administrator Awards Portal open and close?

The nomination portal opens Monday, April 3, 2023, and closes Monday, May 1, 2023, at 11:59 p.m. ET. Recipients will be notified in July 2023, and PLTW will publicly recognize winners beginning in Fall of 2023.

4. Why do I need to create a login?

Creating a login allows you to create and submit your nomination for the Outstanding PLTW Administrator Awards through the secure web-based portal. Registering for the portal is the only way to submit a nomination.

5. How do I create a login for the Outstanding PLTW Administrator Awards?

1. Visit the [Outstanding PLTW Administrator Awards Portal](#).
2. Click **New user? Register now!**
3. Fill out the form in its entirety.
4. Review the [Outstanding PLTW Administrator Awards Overview](#).
5. Now you are ready to submit your nomination.

6. What do I need to include when I submit my nomination?

Navigate to the Submission Requirements section of the [Outstanding PLTW Administrator Awards Overview](#) for all PLTW Administrator of the Year Awards questions.



7. Can I download a list of nomination criteria?

Yes, the [Outstanding PLTW Administrator Awards Overview](#) includes all the guidelines for submitting a nomination.

8. How do I submit a nomination?

- Log into the [Outstanding PLTW Administrator Awards Portal](#).
 - If you haven't created a login, please refer to the instructions in question 5.
- Make sure you have all the information needed to complete your nomination.
- Select **Add new**.
- Fill out the nomination in its entirety.
 - Should you need to stop in the middle of your nomination, select Save & Continue Later. You are able to continue your nomination later.
 - The [Outstanding PLTW Administrator Awards Portal](#) closes Monday, May 1, 2023 at 11:59 p.m. ET. Late submissions will not be accepted.
- Once you've entered all information, please select **Save & Submit**.
- Congratulations on submitting a nomination!

9. Can I nominate more than one administrator?

Yes, you can nominate more than one administrator using the same steps in question 8.

10. I have started my nomination, but I need to finish it later. What are my options?

Select Save & Continue Later to be able to make changes to the application. Please note, you must submit your nomination by selecting Save and Submit by Monday, May 1, 2023, at 11:59 p.m. ET.

If you select Save & Submit on the last page of the application, you are not able to return to the document to edit or add content.

11. When will I know the status of my nomination?

Recipients will be notified in July 2023 with national award winners being publicly recognized in the fall of 2023.



12. Can I make changes to my nomination once I have selected Save and Submit?

You are not able to make changes to your nomination after you have selected Save & Submit without reaching out to solutioncenter@pltw.org. The PLTW Solution Center Team will unlock your nomination for additional edits within the portal.

Edits need to be made and the nomination re-submitted by Monday, May 1, 2023, at 11:59 p.m. ET. Late submissions will not be considered for Outstanding PLTW Administrator or National PLTW Administrator of the Year Awards.

13. After I submit my nomination, what do I do?

Invite your colleagues and network to submit a nomination.

14. I was an Outstanding PLTW Administrator in a previous year. Am I still an Outstanding PLTW Administrator or do I need to submit again?

PLTW will always consider you an Outstanding PLTW Administrator, but if you would like the recognition specifically for this academic year and consideration for the national award then you need to submit a new nomination application.

15. I was an Outstanding PLTW Administrator in a previous year. How long does my submission stay in consideration for National PLTW Administrator of the Year?

To ensure that all applications are current and highlight the best attributes of administrators in their current role, individuals who earned the Outstanding PLTW Administrator recognition in prior school years should submit a new nomination for consideration for the 2023-24 National PLTW Administrator of the Year award through the standard nomination process.

