Illinois Project Lead The Way High School Engineering Certification
Site Visit Planning Outline

(for further information, contact: Brenda Pacey, U of Illinois PLTW Affiliate Director, bpacey@uillinois.edu; 217-244-5217; 807 S. Wright Street, Suite 370, MC-323, Champaign, IL 61820)

Certification Requirements
- Effective Fall/Winter 2014-15, national PLTW announced that High Schools are required to offer at least 3 courses within three years to maintain program participation eligibility. Illinois PLTW now allows schools offering three or more HS courses within a curricular program to apply for PLTW School Certification recognition. December 2014 national PLTW Program Requirements note that “the PLTW School Certification process may begin at the end of the second year of implementation.”
- Certification is an ongoing process—Certified status is good for five years unless noticeable change in the program results in more frequent review or status change.
- Schools are to offer at least 3 courses (IED and POE, plus at least one more) within a 3-year implementation schedule if at all possible; local plans do sometime have to be modified, but access to full range of courses is the intent.

Certification Procedures and Preparation Materials
2) CONTACT ILLINOIS PLTW AFFILIATE DIRECTOR BY PHONE OR EMAIL BEFORE SUBMITTING ANY FORMS. Advance consulting discussions will be beneficial for all.
3) In consultation with Illinois PLTW Affiliate Director, determine possible dates for a one-day visit for one school (districts with multiple high schools may be able to schedule 2 schools on one day, or 3 schools over 2 days/evenings, etc). To be considered:
   a. Order of request will prioritize visit team schedules in most cases
   b. Please have exact daily class times for all PLTW classes/teachers ready to discuss when planning
   c. Opportunities to meet with parents, community members, counselors, administrators (often this can be accomplished over breakfast, lunch, dinner or coffee break to accommodate schedules)
   d. Creative scheduling as necessary to avoid school holidays or special occasions
   e. Appropriate advance time for school to compile and submit national and state reports, and to prepare notebook of local documentation ready for review and sharing at visit.
   f. Visit team travel needs
   g. Designate one primary contact as Certification visit team leader per school, to expedite planning. NOTE that for districts requesting multiple school visits, it is helpful to also have a primary district contact working closely with individual buildings as a team.
4) Using local Certification assessment team input, complete two documents
   a. Document #2 online Self-Assessment found at national PLTW website
   b. Illinois Supplemental Information form (electronically or via fax or mail)
   -Please complete these at least two weeks prior to scheduled visit if at all possible.
   -Note that some district-wide information can be developed and used by multiple buildings as part of their individual reports.
5) After consulting with local team to develop a visit schedule, Affiliate Director will prepare and send a final schedule to local school; school will provide list of site visit participants and their positions/roles
6) To be ready by day of the visit:
   a. Prepare a notebook to include:
      i. Information outlined in National documents listing PLUS
      ii. Course descriptions/catalogs, including titles, schedules, teachers, type of credit
      iii. Publicity materials
      iv. Minutes of partnership meetings etc.
7) Site visit ($650 per school) invoice will be sent to school in advance or on day of visit.
8) Reports and notification from national will follow within a few months: Certified; Provisionally Certified; Probation category options

Fall2015