

**Illinois Project Lead The Way High School Certification 2011-12 Site Visit Planning Work Session
November 18, 2011 Illinois PLTW Conference Concurrent Session
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Certification Requirements

- PLTW Agreement notes that schools should try to begin the Certification process no later than the end of their second year. There are always extenuating circumstances and reasons to wait until third year; however schools may apply for Certification in their first year also.
- 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 4 courses (IED, POE, plus two more) within a 4-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 (see attached also)

- 1) -Review National and Illinois state PLTW self-assessment forms (see <http://www.pltw.uillinois.edu/certification.htm> for links).
- 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 (see sample); NOTE—do NOT submit until you are very sure that info is complete.
 - 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 two months: Certified; Provisionally Certified; Probation category options