

PLTW TRAINING GUARANTEE

The PLTW Training Guarantee protects the investment a district makes when a teacher attends PLTW Training. Through the PLTW Training Guarantee, we aim to support sustainability and continuation of PLTW Programs for schools, teachers, and students.

Eligibility Details

The following criteria must be met to receive the PLTW Training Guarantee:

- The teacher filling the open position must successfully complete training within four years from the date the credential was earned by the teacher who left.
- The teacher filling the open position must receive training in the same course as the teacher who left.
- Your school/district must be in good financial standing with PLTW (e.g., no invoices 60 days or more past due).
- The newly hired teacher must register for virtual training. The Training Guarantee may not be used with an in-person training registration.
- The PLTW Training Guarantee cannot be applied retroactively and PLTW will not issue refunds for trainings already completed for replacement teachers.

Only credentials earned through PLTW Core Training are eligible for the Training Guarantee. Credentials earned through the following delivery models are **not eligible** for the Training Guarantee:

- District Transformation Training
- Pre-Service Training
- PLTW Launch Classroom Teacher Training provided by a Lead Teacher in a district
- PLTW Professional Development non-credential classes (Supplemental PD)
- Professional Development Plan (PDP)

Application Submission Process

To submit a Training Guarantee Application, please follow the steps below:

1. Download and complete the PLTW Training Guarantee Application. You'll need to provide the following information to complete the application:

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|---|---|
| • School Name | • Name of Newly Hired Teacher |
| • Name of Departing Teacher | • Date of Training for Newly Hired Teacher |
| • Eligible PLTW Course Credential for Departing Teacher | • Signature of Principal or Superintendent |
| • Date Credential Earned for Departing Teacher | • Printed Name of Principal or Superintendent |
| | • Date |

2. Email the completed PLTW Training Guarantee Application to training@pltw.org

Within 10 business days, if your application is approved by PLTW, you will be provided with Training registration details for your newly hired teacher. Please do not use a Training Guarantee to complete registration until the application has been approved by PLTW.

During registration, be sure to enter "Training Guarantee" as the Purchase Order number. Upload a copy of the approved Training Guarantee application in place of a Purchase Order at checkout.

Cancellation Policy

If the Training Guarantee application is not approved, your school or district is still responsible for the full amount of the training invoice(s).

You can cancel training registrations with no penalty up to seven days prior to the first scheduled day of the event if participants come prepared with the necessary technology and complete all prerequisite assignments.

PLTW TRAINING GUARANTEE APPLICATION

Instructions

Complete the information below and email this form to training@pltw.org. You will be notified of the status of your request within 10 (ten) business days of your submittal.

School Name:

Name of Departing Teacher:

Departure Date:

Eligible PLTW Course Credential for Departing Teacher:

Date Credential Earned for Departing Teacher:

Name of Newly Hired Teacher:

Date of Training for Newly Hired Teacher:

Signature of Principal or Superintendent:

Printed Name of Principal or Superintendent:

PLTW USE ONLY:

Application Approved: ☐ Yes ☐ No Reason for Declination:

Processed by:

Amount of Training Credit: \$ Paid Invoice # for Departing Teacher:

Feb. 2023

**Have more questions about the
PLTW Training Guarantee?**

Contact the PLTW Solution Center at
solutioncenter@pltw.org or 877.335.7589.

**CORE
TRAINING**

PLTW