

How to Register for the Summer Training Institute

For PLTW Summer Training Institute (STI) 2009 at Cal Poly Pomona

1. Register as a PLTW School

In order to register for any Summer Training Institute, your school must be registered as a Project Lead The Way school. *The deadline for school registration was March 13, 2009.*

2. Register as a PLTW Teacher

Also, you must be registered as a Project Lead The Way teacher. If you are a new teacher and wish to register, you will need to contact your School District Delegate and they will send you an invitation code. If you already have your invitation code, click here for [New Teacher Registration](#). After you complete this step, you may proceed to step #3 below.

3. Complete a Pre-Assessment

Next, you must take the pre-assessment for each PLTW course you will be attending this summer. You will find the pre-assessments on the PLTW Virtual Academy. Click here for the [Virtual Academy](#). Once you have completed the pre-assessment with a score of 75% you will be able to register for the Summer Training Institute. *The deadline for completing pre-assessments is May 31, 2009.*

4. Register for STI (through PLTW National)

Courses offered at Cal Poly Pomona may be listed under San Diego State University on the national PLTW website and on the Summer Training Institute registration confirmation email. When registering, please carefully select the appropriate dates which correspond to the courses being offered at Cal Poly Pomona. You may register for the Summer Training Institute on the PLTW Virtual Academy. Click here for the [Virtual Academy](#). *There is a late registration fee for STI at CPP if you complete your registration less than 1 month prior to course start date.*

5. Arrange Payment for STI (through Cal Poly Pomona)

Contact Karen Capestro (klcapestro@csupomona.edu) to receive your Invoice based on your registration for Summer Training Institute 2009. *Payment (check, credit card) or a Purchase Order is required before you attend training.*

6. Reserve Housing at Cal Poly Pomona (if needed)

Request on campus housing with Karen Capestro (klcapestro@csupomona.edu).

7. Signed School District Agreement is Required

Prior to attending the STI, your school district must submit a signed School District Agreement to PLTW National. Contact your School District Delegate with any questions. *The deadline for submitting the School District Agreement is May 1, 2009.*

Questions about the PLTW STI registration process please call Karen Capestro at 909.869.4289