How to Register for PLTW Core Training Institute 2012 (CTI)
at Cal poly Pomona

1. Register as a PLTW School
   In order to register for CTI, your district & school must be registered as a Project Lead The Way (PLTW) school. http://www.pltw.org/pltw-registration-process.

   If your district & school have already completed the registration process and your name is in the PLTW database system, you may go directly to the teacher login: http://extranet.pltw.org/ and click on “Professional Development” on the left side to register.

2. Signed School District Agreement is Required
   Prior to attending the CTI, your school district must have submitted a signed STEM Agreement with PLTW National. When you complete the PLTW school registration, you will receive information on the School District Agreement. You may find more information on the PLTW Web Site: http://www.pltw.org/program-support/frequently-asked-questions#New_School_Program_Registration or you e-mail PLTW School Support at schoolsupport@pltw.org.

3. Register as a PLTW Teacher
   Once your school and district are registered with PLTW national, you must be registered as a PLTW teacher. If you are a new teacher and wish to register, the delegate for your district or school will need to add you into the PLTW national database. After you have completed this step, you may proceed to #4 below.

4. 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: http://www.pltw.org/moodle/login/index.php. Once you have completed the pre-assessment with a score of 75 percent, you will be able to register for the CTI. There is no deadline to take the pre-assessment; however, this must be completed before registering for the CTI.

5. Register for CTI (through PLTW National)
   Courses offered at Cal Poly Pomona are listed under “Cal Poly Pomona” on the national PLTW website and on the CTI registration confirmation email. When registering, carefully select the appropriate dates which correspond to the courses being offered at Cal Poly Pomona. You may register for the CTI on the PLTW Virtual Academy. There is a late registration fee of $150 for CTI at Cal Poly Pomona if you complete your registration less than 1 month prior to course start date.

6. Arrange Payment for CTI (through Cal Poly Pomona)
   Once you have registered, we will request an invoice be sent to you from our Foundation Accounting Department. Your payment (check, credit card, or purchase order) is required before you attend training. There will be a $150 late payment fee for payments received after the first day of class. For credit card payments, please contact Carol Hartanto at 909.869.2891 or ywhartanto@csupomona.edu with credit card information for immediate payment.

   Cal Pomona Foundation, Inc. is the vendor. Make checks payable to: Cal Poly Pomona Foundation, Inc. Mail checks to: Cal Poly Pomona Foundation, Inc., 3801 West Temple Avenue, Pomona, CA 91768

7. Select Campus Lodging Option at cal Poly Pomona (if needed)
   Please request campus housing when you register online for your CTI - - this amount will be added to your invoice. All campus accommodations are in our Kellogg West Lodge – single rooms.
Due to the on-line registration process, you are unable to select a housing option (A or B). You will receive an e-mail from Elena Alvarez requesting your housing option or you may e-mail her directly after registering at elenaalvarez@csupomona.edu.

Questions about the PLTW CTI registration process, please contact Steve Quintero at 909.869.4289 or sfquintero@csupomona.edu.