



OUTSTANDING PLTW ADMINISTRATOR AWARDS

Frequently Asked Questions

1. What is the Outstanding PLTW Administrator Awards Portal?

The [Outstanding PLTW Administrator Awards Portal](#) is a secure web-based system that houses the submission point for your nomination.

2. Who can submit a nomination?

Any member of the educational community (staff, faculty, administrators, or students) may nominate someone for this award. PLTW also accepts self-nominations.

3. When does the Outstanding PLTW Administrator Awards Portal open and close?

The nomination portal opens Monday, May 3, 2021, and closes Friday, June 4, 2021, at 11:59 p.m. ET. We will notify recipients in July 2021. PLTW will publicly recognize winners beginning in August 2021.

4. Why do I need to create a login?

Creating a login allows you to create and submit your nomination for the Outstanding PLTW Administrator Awards through the secure web-based portal. Registering for the portal is the only way to submit a nomination.

5. How do I create a login for the Outstanding PLTW Administrator Awards?

1. Visit the [Outstanding PLTW Administrator Awards Portal](#).
2. Click **New user? Register now!**
3. Fill out the form in its entirety.
4. Review [Outstanding PLTW Administrator Awards Overview](#).
5. Now you are ready to submit your nomination.

6. What do I need to include when I submit my nomination?

Navigate to the Submission Requirements section of the [Outstanding PLTW Administrator Awards Overview](#) for all the PLTW Administrator of the Year Awards questions.





7. Can I download a list of nomination criteria?

Yes, the [Outstanding PLTW Administrator Awards Overview](#) includes all the guidelines for submitting a nomination.

8. How do I submit a nomination?

1. Log into the [Outstanding PLTW Administrator Awards Portal](#).
 - Please refer to the instructions listed in question 5 of this document, 'How do I create a login for the Outstanding PLTW Administrator Awards Portal?'
2. Make sure you have all the information needed to complete your nomination.
3. Select **Add new**.
4. Fill out the nomination in its entirety.
 - Should you need to stop in the middle of your nomination, select **Save & Continue Later**. You will be able to continue your nomination later.
 - The [Outstanding PLTW Administrator Awards Portal](#) closes Friday, June 4, 2021 at 11:59 p.m. ET. Late submissions may not be accepted.
5. Once you've entered all information, please select **Save & Submit**.
6. Congratulations on submitting a nomination!

9. Can I nominate more than one administrator?

Yes. Refer to the 'How to submit a nomination' section above.

10. I have started my nomination, but I need to finish it later. What are my options?

Select **Save & Continue Later** to be able to make changes to the application. Please note, for inclusion in the review and acceptance process, you must submit your nomination by selecting **Save and Submit** by Friday, June 4, 2021, at 11:59 p.m. ET.

If you select **Save & Submit** on the last page of the application, you will not be able to return to the document to edit or add content.

11. When will I know the status of my nomination?

Recipients will be notified in July 2021 with winners being publicly recognized in August 2021.

12. Can I make changes to my nomination once I have selected Save and Submit?

You are not able to make changes to your nomination after you have selected Save & Submit without reaching out to events@pltw.org. The PLTW Events Team will unlock your nomination for additional edits within the portal.

Edits will need to be made and the nomination re-submitted by Friday, June 4, 2021, at 11:59 p.m. ET. Late submissions may not be accepted for review and inclusion in the





pool for Outstanding PLTW Administrator or PLTW National Administrator of the Year Awards.

13. After I submit my nomination, what do I do?

Invite your colleagues and network to submit a nomination.

14. I was an Outstanding PLTW Administrator in a previous year. Am I still an Outstanding PLTW Administrator or do I need to submit again?

PLTW will always consider you as a PLTW Outstanding Administrator, but if you would like the recognition specifically for this academic year and consideration for the national award then you will need to resubmit.

15. I was an Outstanding PLTW Administrator in a previous year. How long does my submission stay in the pool for PLTW National Administrator of the Year?

Your nomination will remain in the pool for PLTW National Administrator of the Year for the following two cycles if you opt in each year to be re-considered.

16. My submission from a previous year has been rolled into consideration for this year's Outstanding PLTW Administrator or PLTW National Administrator of the Year Awards. Am I able to update my submission?

Yes, please contact the events team at events@pltw.org and you will receive an email with login information to update your submission. Updates must be completed by Friday, June 4, 2021, at 11:59 p.m. ET.

Edits will need to be made and the nomination re-submitted by Friday, June 4, 2021, at 11:59 p.m. ET. Late submissions may not be accepted for review and inclusion in the pool for Outstanding PLTW Administrator or PLTW National Administrator of the Year Awards.

17. Someone else nominated me previously for the Outstanding PLTW Administrator or PLTW National Administrator of the Year Award. Am I able to update that submission even if I was not the original submitter?

Yes, please contact the events team at events@pltw.org and you will receive an email with login information to update your submission. Updates must be completed by Friday, June 4, 2021, at 11:59 p.m. ET.

Edits will need to be made and the nomination re-submitted by Friday, June 4, 2021, at 11:59 p.m. ET. Late submissions may not be accepted for review and inclusion in the pool for Outstanding PLTW Administrator or PLTW National Administrator of the Year Awards.

