

Steps to Earning STEM School Designation in Idaho

Step 1: Complete the STEM Implementation Readiness Assessment using this Google Drive document: <https://drive.google.com/file/d/1g8KJicplZA45WxXUVHSZsUDlcp780WCc/view>

Step 2: If you score your school or program as “Established” in 2 of 3 items for each Element, with no items scored as “Not Yet Started”, move to Step 3. If you have multiple areas scored as “Not Yet Started” or very few items are scored as “Established”, then you need to take more time implementing foundations for STEM.

Step 3: Apply for Cognia STEM Certification by completing the web form at the following site: <https://www.cognia.org/member/>

Important note:

A) If your school is currently a Cognia Improvement Network member, please select **only** “STEM Certification” in the first item. No fees are required at application for current network members.

B) If your school is not currently a member of Cognia’s Improvement Network, please select **both** “Membership” **and** “STEM Certification” in the first item. Your school will be invoiced for membership fees at this time.

Step 4: Cognia will send a STEM Welcome letter that includes information for accessing two important platforms:

A) Cognia’s digital classroom, which contains the *STEM Certification Resources* course, which is designed to provide guidance for completing the STEM Certification process. You will need to sign up for a free account for Canvas, and all leadership team members at the school are eligible to enroll in the course.

B) MyJourney, Cognia’s continuous improvement platform. For purposes of your STEM Certification process, you will need to be familiar with the Workspace module within MyJourney, and directions for access are provided in the initial STEM Welcome letter. However, Cognia staff are also available to walk you through all aspects of the review.

Step 5: Begin the Internal Review phase of STEM Certification. This includes working with the school’s leadership team to complete the required STEM Impact Diagnostic (included as an attachment with the initial STEM Welcome letter), which includes a Program Overview, a Self-Assessment rating each of the 10 STEM Standards, Impact Narrative for each Standard, and a Presentation of Evidence in any digital platform your school prefers. The recommended timeframe for the Internal Review is 2-3 months.

Step 6: Once your Leadership Team feels that the school is prepared to host a STEM Certification Review, submit the STEM Date Request Form (included as an attachment with the

initial STEM Welcome letter) to Cognia's Review Support Services team, Dale Kleinert at dale.kleinert@cognia.org. Please provide at least 3-months' notice in requesting review dates.

Step 7: Host the Cognia STEM Certification Review team. If the team recommends your school for STEM Certification, their recommendation will be presented to Cognia's Global Commission on Accreditation at the nearest quarterly meeting. Once recommendation is approved, the school's certification will be valid for a period of six years.

Step 8: Notify the STEM Action Center by December 1st that you have earned Cognia STEM Certification.

- STEM AC Executive Director, Caty Solace, will present your certification to the STEM Action Center Board of Directors for approval at their January Board meeting.
- STEM AC Executive Director, Caty Solace, will present your certification to the State Board of Education for approval at their February meeting.
- If approved by both boards, STEM Designation will be awarded and presented to the legislature during the regular session.

Step 9: Coordinate with the STEM Action Center to Schedule an Award Presentation (STEM AC plaque, Cognia banner and check) at your school in April or May.

Please contact the following individuals to answer questions and assist with the designation process:

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