

PLI -- New Student Checklist

APPLYING

❑ ***Application***

Go to <http://www.PLIonline.org/student> → Student Application → Student Application Form. After you have completed the form to the best of your ability, click the “submit application” button at the bottom. ***Please note that the entire form (including essay questions) must be completed in one sitting.***

❑ ***Assessments***

To take online assessments, go to <http://www.PLIonline.org/student> → Student Application → Assessments. From there you will first be asked to pay \$75 online by credit card for the assessment fee. Upon receipt of payment, you will be emailed the web links and access codes to take all the assessments. Upon completion, you will receive copies of the reports via email. Please allow 45-90 minutes (total) to take the assessments.

❑ ***Spousal Reference***

Ask your spouse to complete the Spousal Reference form (<http://www.PLIonline.org/student> → Student Application → Spousal Reference Form). Click “submit” at the bottom of the page when finished.

❑ ***Character References***

Find four people who know you well and are willing to submit a character reference for you. Choose someone from each of the following categories: (1) business associate; (2) pastor or layperson from your church; (3) mentor or former teacher; (4) friend or family member. Point them to our online reference form (<http://www.PLIonline.org/student> → Student Application → Reference Form). Click “submit” at the bottom of the page when finished.

PREPARING FOR INTERNSHIP

- ❑ Find a coach. Usually the senior pastor of your church will be the most logical person to coach you through the PLI internship. If he is not available, he may know someone who would be able to fill that role for you. If not, contact PLI for suggestions.
- ❑ Once someone has agreed to act as your coach/mentor, direct him to the online coach’s pages of our website (<http://www.PLIonline.org/coach>). After reading the intro and job description pages, he (or she) should submit the application and coaching contract.
- ❑ Pay \$300 to PLI for the first half of the internship. Checks may be sent to: PLI, PO Box 9127, Fort Wayne IN 46899. Or credit card payments may be made online thru PayPal at <http://www.mcusa.org/forms/PLIpayment.asp>.

REGISTERING FOR COURSES

- ❑ Pay your first quarter tuition (usually the two prerequisite courses—Study Preparatory and Writing Skills Development—which are \$200 each). Checks may be sent to: PLI, PO Box 9127, Fort Wayne IN 46899. Or pay by credit card online thru PayPal at <http://www.mcusa.org/forms/PLIpayment.asp>.
- ❑ Upon receipt of tuition payment, the PLI office will send you a Course Detail Sheet for each of your first-quarter courses that includes chat times, eProf contact information, and required textbooks.
- ❑ Two or three weeks before your first class begins, walk through the student tutorials (<http://www.PLIonline.org/student> → New Student Tutorials).
- ❑ Order your required textbooks. Ordering details can be found in the course detail sheet (CDS), course syllabus, or under “Documents” at the course site. You’ll also need to order the Logos Bible software (see Study Prep course detail sheet for ordering information) required for most Level One classes.
- ❑ Your eProf will contact you via email a week or so before the course begins with any further instructions.

PREPARING TECHNOLOGICALLY

- ❑ Be sure your computer hardware will be able to support you through this process. (<http://www.PLIonline.org/student> → New Student Tutorials → Preparing for your First PLI Class → Minimum Computer Requirements).
- ❑ Make sure your internet service provider is reliable (consider a high-speed ISP) and use Internet Explorer or Mozilla Firefox for your browser.
- ❑ Assess your typing skills. Consider a typing tutor course 30 days before classes begin to help you hone keyboarding ability.
- ❑ Download the latest version of Flash at http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash.
- ❑ If you don’t already have a program to make PDF documents, download Cute PDF (link provided in the “Links” box on the left side of the PLI home page at www.PLIonline.org).