
SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

A technology plan is a plan prepared by a school or library to explain how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements.

Starting with Funding Year (FY) 2015, technology plans are no longer required for the E-rate Program. In FY2011-FY2014, schools and libraries applying for Priority 2 Internal Connections and Basic Maintenance services were required to prepare a technology plan. Before FY2011, technology plans were required for all eligible services other than basic telephone service. The following information is historical guidance provided for funding years when the technology plan requirement was in effect.

TECHNOLOGY PLAN GUIDANCE FOR FUNDING YEAR 2014 AND PREVIOUS YEARS

THE BASICS

- In general, technology plans should not cover more than three years.
- Technology plans should be written before you post an FCC Form 470 to the USAC website so that USAC can support the requests for services featured on that form.
- The technology plan must be approved by a USAC-certified Technology Plan Approver (TPA) before an FCC Form 486 is filed and before services start.
- Be sure your technology plan covers all 12 months of the funding year.

WHAT TO INCLUDE

Technology plans must at a minimum contain the following elements:

- Clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
- A professional development strategy to ensure that members of the staff know how to use these new technologies to improve education or library services;
- A needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services; and

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

- An evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
- Prior to FY2011, technology plans were required to include a sufficient budget to acquire and support the non-discounted elements of the plan (e.g., hardware, software, professional development, and other necessary services). [In FY2011-FY2014, this element was not required.]

SCOPE & TIMEFRAME

SCOPE

Schools and libraries are not required to write or develop a separate technology plan. However, the approved plan must include a sufficient level of information to validate the purpose of a universal service request. An approved technology plan does not have to include the specific details required on the FCC Form 470 (Description of Services Requested and Certification Form), the FCC Form 471 (Description of Services Ordered and Certification Form), the FCC Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act and Technology Plan Certification Form), and the FCC Form 500 (Funding Commitment Adjustment Request Form).

The information submitted on those forms should build on the foundation provided by the approved technology plan, by documenting specific implementation details and operational steps being taken under the plan. That information will be considered a refinement of the plan as long as the requested services can be supported by the plan.

All approved technology plans should include provisions for evaluating progress toward the plan's goals, and ideally these assessments should occur on an annual basis. A technology plan should be responsive to new and emerging opportunities, open to review and not a static document. If you find that your technology needs change and you want to order services beyond the scope of your existing plan, you must prepare and submit a new plan for approval.

TIMEFRAME

Approved technology plans should cover a period of not more than three years. In view of the rapid development cycle of new technologies and services, schools and libraries should approach long-term commitments with caution. However, long-range planning may be important in the case of some lease-purchase arrangements or very large capital investments that require extended commitments. There may also be cases in which an approved plan is longer than three years to conform to federal, state, or local requirements. Whenever an approved plan is longer than three years, there should be a significant review of progress during the third year.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

A technology plan must be written – including all required elements – at the time the FCC Form 470 is filed. Approved plans that cover at least part of the upcoming funding year and support the services that will be requested on the FCC Form 471 meet this requirement. Also, an applicant that purchases services from a state master contract and cites the associated state-filed FCC Form 470 on the funding request is not required to have a written technology plan before the state filed its FCC Form 470. Technology plans must be approved before the start of service. Applicants are required to formally certify on FCC Form 486 that the technology plans on which they based their purchases were approved before they began to receive service.

APPROVAL PROCESS

To ensure that technology plans are based on the reasonable needs and resources of the applicant, and that they are compatible with the goals of the E-rate Program, the Federal Communications Commission (FCC) requires independent approval of an applicant's technology plan ([FCC Order 97-157](#)).

USAC-CERTIFIED TECHNOLOGY PLAN APPROVER

Applicants who are required to have technology plans must have those plans approved by a USAC-certified Technology Plan Approver.

Please be advised that some approvers may charge a fee for their services. You are encouraged to check with the approver for information on restrictions, fees, charges, and the like, before requesting review of your technology plan.

To locate a USAC-certified Technology Plan Approver please contact USAC via [email](#). Please be sure to provide us with your Billed Entity Number (BEN), the state in which your school or library is located, and your contact information, including email, telephone number and fax number if available. Please keep in mind that you should not submit your plan to an approver who is not certified to approve your particular entity's plan. For example, if you are a library, then you should not submit your plan to a USAC-certified Technology Plan Approver who is only certified to approve school technology plans. As another example, if a USAC-certified Technology Plan Approver is only certified to approve technology plans in California, you should not submit your plan to them if your school or library is in another state. Both of the examples above represent program rule violations that could result in your funding being reduced or denied in full.

Please be aware that USAC will always ensure that you have access to a USAC-certified Technology Plan Approver so that your technology plan can be reviewed and approved for purposes of participation in the E-rate Program.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

TECHNOLOGY PLAN CERTIFICATION

The technology plan approver is expected to use the criteria and standards outlined in the technology plan “Scope and Timeframe” section of this document.

USAC will provide a letter of certification to each approving entity. Each approver should provide a copy of a document similar to the [“Sample Technology Plan Approval Letter”](#) to the school district, school, library system, or library to certify that its plan has been approved and is consistent with the criteria listed in the “What To Include” section of this document. When an FCC Form 486 is submitted to USAC, the applicant will be required to identify the entity that approved the technology plan for each eligible school or library receiving services on the form. During a program integrity review, a school or library may be required to document the approval of its technology plan.

Specific guidance is available on the approval process for state education agencies and public schools, non-public schools, libraries or state library agencies and BIE, District of Columbia, Hawaii, and U.S. Territory schools or districts:

STATE AGENCY & PUBLIC SCHOOL PLANS

The sole approver for State Education Agency (SEA) technology plans is the U.S. Department of Education. An SEA with an approved plan under the Technology Literacy Challenge (TLCF) initiative or the Enhancing Education Through Technology (EETT) program has an approved plan for purposes of the universal service program. Although these plans cover a period of more than three years, they include provisions for periodic progress evaluations, and USAC will ask the U. S. Department of Education for progress reports under these plans during their third year.

Pursuant to [FCC Order 97-157](#), SEAs are the preferred approvers for K-12 public school plans. A school, school district, or education service agency that has developed a plan approved under a TLCF or EETT initiative, when accompanied by the associated year’s operating budget (if applicable), has an approved plan for purposes of the E-rate Program. Many states also have established their own state-wide technology planning initiatives, and schools, school districts, or education service agencies may develop technology plans for state approval by participating in such initiatives, if those initiatives include the criteria and standards outlined in the “What To Include” and “Scope and Timeframe” sections of this document. School districts that have not developed approved technology plans under one of these national or state initiatives may have their own district-level plans approved by their SEA, following the criteria and standards outlined in the “What To Include” and “Scope and Timeframe” sections of this document. In the case of a Local Education Agency (LEA), plans that were approved for the U.S. Department of Education’s EETT program satisfy the requirements for E-rate Program technology plans as long as they are accompanied by the associated year’s operating budget.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

- **SCHOOL DISTRICT TECHNOLOGY PLAN.** A school within a district that has an approved technology plan is considered to have an approved plan, if the district-wide plan validates the use of the requested telecommunications services for educational purposes in that school in a manner consistent with the criteria and standards outlined in the “What To Include” and “Scope and Timeframe” sections of this document.
- **INDIVIDUAL SCHOOL TECHNOLOGY PLAN.** If an individual public school develops its own site-based or building level technology plan, it should seek approval for that plan at the district level following the criteria and standards in the “What To Include” and “Scope and Timeframe” sections of this document.
- **CHARTER SCHOOL TECHNOLOGY PLAN.** A charter school may have its technology plan approved through the same institution that granted its charter, if that agency is a USAC-Certified Technology Plan Approver.

A SEA may delegate its approval authority by designating a third party to establish and operate an independent peer review process on its behalf. In the event of such delegation, the SEA should notify USAC. USAC will certify the alternative approval entity, but the state will retain responsibility for the approvers operating under its jurisdiction.

In [FCC Order 97-253](#), the FCC states that: “the Schools and Libraries Division may review and certify schools’ and libraries technology plans when a state agency has indicated it will be unable to review such plans within a reasonable time.” If such an event occurs, the SEA will notify USAC, which will consult with the SEA to certify a third party that can establish and operate an independent approval process on behalf of the public schools in the state. Although USAC will certify the alternative approval entity, the state will retain oversight responsibility for this entity, which will be operating under its jurisdiction.

NOTE: Schools that are subject to a state review process by state or local law may not circumvent the state process by submitting plans directly to USAC ([FCC Order 97-420](#), paragraph 157). In the event that USAC certifies alternative procedures for approval of public school technology plans in a state, these procedures may not be used as an alternative approval process for public schools in any other state, and no USAC certified approval procedure may be used as an appeals mechanism for any school in any state.

NON-PUBLIC SCHOOL PLANS

In states where non-public schools are not required by applicable law to obtain state approval for technology plans and telecommunications expenditures, or where State Education Agencies (SEA) have indicated that they will not be approving technology plans for non-public schools, USAC will authorize an alternative approval process administered by appropriate entities. The approved entities will certify to USAC that:

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

- Approval procedures will be similar in rigor to existing peer reviews used by non-public schools for other certification purposes; and
- Approval procedures will be based on an independent peer review that will include the criteria and standards for plans in the “What To Include” and “Scope and Timeframe” sections of this document.

USAC will certify technology plan approvers for non-public school plans. These entities may include:

- Regional accreditation associations,
- National, state, regional, and local private school associations, and
- National, state, and regional parochial school associations.

In some states, the SEA or an education service agency may also work with non-public schools to establish an appropriate third-party approval process for non-public school technology plans. In the absence of any of these alternatives, USAC may consult directly with the SEA and the non-public schools in a state or region to certify appropriate approval procedures. USAC will maintain a directory of entities that it has certified to approve non-public school plans and will facilitate non-public school access to these entities when necessary. USAC and USAC-certified technology plan approvers may not be used to appeal the review of any other approver.

A school within a diocesan school district or comparable entity that has an approved plan is considered to have an approved plan in its own right, if that approved district-wide technology plan validates the use of the contracted telecommunications services for educational purposes in that school in a manner consistent with the criteria and standards outlined in the “What To Include” and “Scope and Timeframe” sections of this document.

LIBRARY PLANS

State library agencies may have their plans approved through several mechanisms. The Institute of Museum and Library Services (IMLS) has approved a Library Services and Technology Act (LSTA) plan for every state. These plans are similar in purpose and scope to Ed-Tech plans for State Education Agencies (SEA), and they constitute approved technology plans for the purposes of the E-rate Program. Alternatively, a state library agency may choose to use a technology plan approved by an appropriate body within the state (e.g., the legislature, state department of telecommunications, state department of information technology, etc.). Since LSTA plans and many state agency plans cover a period of more than three years, USAC will ask the IMLS or the state agency for a progress report under these plans during their third year.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

State library agencies are the preferred approvers for the technology plans of library systems and libraries in their states. USAC will consult with state library agencies and will certify their approval process if they affirm the application of the criteria and standards outlined in the “What To Include” and “Scope and Timeframe” sections of this document.

For the purposes of technology planning:

- A library is a single administrative unit, which can have multiple outlets.
- A library consortium is an administrative unit which is a collection of multiple libraries, each with its own governing structure, that come together to share resources and aggregate demand. (See [Library Consortia](#) for more specific information.)

Individual libraries may write their own technology plans. Library consortia technology plans may be used to fulfill the requirement for the individual libraries to have a technology plan if the consortium:

- Supports and validates the services requested by the library
- Is based on a collaborative planning process
- Follows the guidelines set out in the technology planning scenarios outlined below:
 - ◆ A library that applies for discounts on services for its own library outlet(s) may have a plan written at the library level.
 - ◆ A library consortium that applies for discounts on services that are shared by a group of libraries may have a plan written at the consortium level as long as the plan supports and validates the requested services.
 - ◆ Libraries that apply for discounts on services for their own library outlet(s), which are part of a larger initiative supported by the library consortium, may have a plan written at the library consortium level, as long as the plan supports and validates the requested services.

A state library agency may delegate its approval authority by designating a third party to establish and operate an independent peer review process on its behalf. In the event of such delegation, the agency should notify USAC. The state agency will retain responsibility for the approvers operating under its jurisdiction.

BIE, DISTRICT OF COLUMBIA, HAWAII, AND U.S. TERRITORY PLANS

The District of Columbia, Hawaii, and U.S. territories will have their plans approved under the U.S. Department of Education’s Enhancing Education Through Technology (EETT) program because the state education agency also functions as the local education agency in these jurisdictions.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

The U.S. Department of Interior's Bureau of Indian Education (BIE) is the preferred approver for BIE contract and grant school technology plans, and it will use the criteria and standards outlined in the "What To Include" and "Scope and Timeframe" sections of this document to approve individual BIE school plans. BIE-operated schools can be covered by a plan written by the BIE and approved by the U.S. Department of Education. Any BIE school with an approved technology plan under the EETT program has an approved technology plan if that plan is accompanied by the associated year's operating budget (when applicable).

An individual BIE contract or grant school with a BIE-approved plan may choose to participate in the E-rate Program in its own right independently of the BIE, if the BIE-approved technology plan supports and validates the use of the contracted telecommunications services for educational purposes in that school in a manner consistent with the criteria and standards outlined in and the "What To include" and "Scope and Timeframe" sections of this document. If an individual BIE school, or any other school or system serving Native American students, develops a technology plan that is not covered by BIE approval, USAC will consult with appropriate approvers to establish an alternative approval procedure.

PROGRAM COMPLIANCE

USAC reviews certifications made on Federal Communications Commission (FCC) forms for compliance with program rules concerning availability and approval of technology plans.

FCC FORM 470 AND FCC FORM 471

All applicants certify on the FCC Form 470 (Description of Services Requested and Certification Form) and the FCC Form 471 (Description of Services Ordered and Certification Form) that their request for services will be based on a technology plan - if required by program rules - that has been or will be approved in accordance with the criteria and standards outlined in the "What To Include" and "Scope and Timeframe" sections of this document.

The technology plan must be written before the submission of the FCC Form 470 and FCC Form 471. Currently approved plans that cover at least part of the upcoming funding year and support the services that will be requested on the FCC Form 471 meet this requirement. Also, an applicant that purchases services from a state master contract and cites the associated state-filed FCC Form 470 on the funding request is not required to have a written technology plan before the state filed its FCC Form 470. The applicant must indicate the status of the technology plan in Block 5 of the Form 470 and Block 6 of the FCC Form 471.

The plan should document an educational purpose or need for library services that are consistent with the "Summary Description of Needs or Services Requested" in Block 2 of the FCC Form 470. The approved plan should

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

support the “Certifications” in Block 5. The approved plan also should be consistent with similar information blocks in FCC Form 471 and should support the “Certifications” in FCC Forms 471 and 486. Applicants must retain documentation to demonstrate fulfillment of such requirements.

FCC FORM 486

To indicate services have begun, the school or library must file FCC Form 486 and indicate on that form the name(s) of the organization(s) that approved a technology plan for any eligible recipient receiving services. The technology plan has to be approved by the start of service or the filing of the FCC Form 486, whichever comes first. The approving entity is required to provide the applicant with a Certification of Technology Plan Approval. This document must be retained in accordance with the FCC’s [document retention requirement](#) in effect at the time the FCC Form 486 is certified.

QUESTIONS TO CONSIDER IN TECHNOLOGY PLANNING

The following questions may be useful as you think about revising or developing your technology plan.

FCC rules specify that an approved technology plan must contain the five elements identified below. Three of the five elements have been selected for elaboration with questions to guide applicants in developing or revising their technology plans. Based on USAC’s review of technology plans in the course of the Program Integrity Assurance (PIA) reviews, criteria #1, 2, and 5 appear to be the most challenging for applicants engaged in the planning process.

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.

- ◆ What goals have you identified in your library service or school improvement plan?
- ◆ What accompanying strategies have already been identified to reach those goals?
- ◆ What specific telecommunications and information technologies (such as access to the Internet, access to remote databases, distance learning, etc.) are useful in helping you reach those goals?
- ◆ What are the specific resources (e.g., trainers, selected curricular software, Internet access, links to subscribed databases, etc.) that you plan to help reach your goals for improved teaching and learning or improved library service?

2. The plan must have a professional development strategy to ensure that staff understands how to use these new technologies to improve education or library services.

- ◆ What are the specific resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies?

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

- ◆ Who will be in charge of coordinating the professional development activities?
- ◆ Are there in-service slots set aside for technology-related professional development?
- ◆ Will the professional development be required for all that use it, or is it optional? If optional, what incentives exist to encourage teachers and librarians to pick up these new skills?
- ◆ What models of professional development would work in your organization to train your staff?
- ◆ What professional development opportunities and resources exist for your technical staff?
- ◆ Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of the two?
- ◆ What financial and time resources exist to keep the staff up to date in learning about new technologies?
- ◆ What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet; courses sponsored by your state education or library agency)?
- ◆ What professional development opportunities and resources exist for your professional staff (i.e., teachers or librarians) to ensure that they can not only use the new technologies, but to use them to deliver improved teaching and learning or improved library services?
- ◆ What classes or seminars are available to your staff on an ongoing basis within your organization?
- ◆ Can your staff meet with others who are already further along in implementing technology in another school or library?
- ◆ What professional development is available from service providers?
- ◆ What professional development opportunities are available from out sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet; courses sponsored by your state education or library agency)?

3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

4. The plan must provide for a sufficient budget to acquire and support the non-discount elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy.

5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

- ◆ How frequently will you update the plan?
- ◆ Who is responsible for updating the plan?

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

- ◆ How will you determine if the technology plan was successful in meeting the goals of your institutional plans, i.e. your school improvement plan or your library service plan (e.g., interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations)?
- ◆ What goals and objectives of the technology plan were you able to meet? To what extent?
- ◆ Were there any unexpected outcomes or benefits to having the technology in place?
- ◆ What goals and objectives of the technology plan did you not meet? Why? Are there ways to overcome these barriers?
- ◆ What is the plan for meeting unmet goals and objectives?
- ◆ Are there other needs that have emerged since you last wrote/revised your plan? If so, what are they?
- ◆ Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan?
- ◆ What developments in technology have emerged that you can take advantage of to improve education or library service for your school or community?
- ◆ How do you identify potentially useful new technologies (e.g., attending conferences, reading publications, and networking with peers)?

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

SAMPLE TECHNOLOGY PLAN APPROVAL LETTER

[*Name of Technology Plan Approver*] is certified by the Universal Service Administrative Company to approve technology plans for participation in the Schools and Libraries (E-rate) Program [*Name of School or Library*] has a technology plan that meets the five required elements in the checklist below.

This technology plan covers the period starting on [*Date: Month/Year*] ending on [*Date: Month/Year*]

Required Elements Checklist

Successful technology plans align the overall education or library service improvement objectives with the following five criteria.

To qualify as an approved technology plan for a Schools and Libraries (E-rate) Program discount, the plan must meet these criteria.

- The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.
- The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- The plan provides a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy.
- The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities and they arise.

[*Technology Plan Approver Name*]

[*Address*]

[*E-mail*]

[*Telephone*]

[*Date of Approval*]

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE TECHNOLOGY PLAN?

The technology plan documents the library service strategy or the school improvement purpose of requested telecommunications services or Internet access under the Schools and Libraries (E-rate) Program. Technology planning must not be treated as a separate exercise dealing primarily with networks and telecommunication infrastructure. Approved technology plans must establish the connections between the information technology and the professional development strategies, curriculum initiatives, and library objectives that will lead to improved education and library services.

2. WHAT IF MY PLAN DOES NOT CONTAIN ALL REQUIRED ELEMENTS?

The plan should be updated to include the missing elements.

3. WHAT DISCOUNT SERVICES REQUIRE A TECHNOLOGY PLAN?

Starting with Funding Year (FY) 2015, technology plans are no longer required for the E-rate Program. In FY2011-FY2014, schools and libraries applying for Priority 2 Internal Connections and Basic Maintenance services were required to prepare a technology plan. Before FY2011, technology plans were required for all eligible services other than basic telephone service.

4. HOW DETAILED DOES THE PLAN HAVE TO BE?

The approved plan should include a sufficient level of detail and information to justify and validate the products and services being requested under the program funding request. Technology planning is the appropriate method for researching and planning your technology needs. Your technology plan does not have to include the specific details and information called for on FCC Forms 470, 471, 486, and 500.

5. ONCE I HAVE AN APPROVED PLAN, AM I LOCKED INTO WHAT HAS BEEN APPROVED?

No. All approved plans should include provisions for evaluating progress toward the plan's goals, and ideally these assessments should occur on an annual basis. A technology plan should be responsive to new and emerging opportunities, open to review and not a static document. If you find that your technology needs change and you want to order services beyond the scope of your existing plan, you must prepare and timely submit a new plan for approval.

6. DO I HAVE TO HAVE MY PLAN APPROVED BEFORE I APPLY?

No. A technology plan must be written before the FCC Form 470 is filed. Currently approved plans that cover at least part of the upcoming funding year and support the services that will be requested on the FCC Form 471 meet this requirement. Also, an applicant that purchases services from a state master contract and cites the associated

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

state-filed FCC Form 470 on the funding request is not required to have a written technology plan before the state filed its FCC Form 470.

The technology plan must be approved before the start of service or the filing of the FCC Form 486, whichever is earlier. Applicants are required to formally certify on the FCC Form 486 that the technology plans on which they based their purchases were approved before they began to receive service.

7. HOW WILL USAC KNOW THAT I HAVE AN APPROVED PLAN?

In the Block 5 of the FCC Form 470 and Block 6 of the FCC Form 471, the applicant must indicate the current status of their technology plan. While the technology plan must be written at the time of filing of these forms, it does not have to be approved at this stage.

To indicate that the school or library is receiving or planning to receive services, the entity must file an FCC Form 486. The technology plan must be approved by the time the services start or the filing of the FCC Form 486, whichever is earlier. The FCC Form 486 requires the applicant to certify that the plan approval has been obtained. The approving entity is required to provide the applicant with a Certification of Technology Plan approval or similar document. Applicants must retain and be prepared to provide USAC with a copy of this approval document.

8. SHOULD I SEND MY TECHNOLOGY PLAN TO USAC?

No. Do not send your technology plan to USAC. Sending your plan to USAC will only delay your approval process. If you believe your state does not serve your type of school or library, contact USAC via [email](#).

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

There have been many requests for USAC to provide guidance with respect to what information should be included as evidence of technology training. Below is a suggested example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. **This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.**

Technology Training: Calendar List of Training Sessions for 2011-2012

Date	Type of Training	Location	Time
Aug. 1, 2011	Integrating spreadsheets in math instruction	District training room	3 - 5 p.m.
Aug. 2, 2011	Integrating spreadsheets in math instruction	District training room	1 - 4 p.m.
Aug. 2, 2011	Student information system for new teachers	Green High School writing lab	1 - 3 p.m.
Aug. 2, 2011	Spreadsheets for power users	Green High School math lab	9 a.m. - 4 p.m.
Aug. 3, 2011	Desktop publishing crash course	District training room	9 a.m. - 5 p.m.
Aug. 3, 2011	Student information system for new administrators	Green High School writing lab	1 - 4 p.m.
Aug. 5, 2011	Student information system for new teachers	Green High School writing lab	1 - 3 p.m.
Aug. 4, 2011	Using PDAs in the elementary writing curriculum	Red Elementary school	1 - 3 p.m.
Aug. 5, 2011	Creating podcasts	Red Elementary school	9 - 11 a.m.
Nov. 1, 2011	MS Access for beginners	District training room	9 a.m. - 4 p.m.

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM TECHNOLOGY PLANNING

There have been many requests for USAC to provide guidance with respect to what information should be included as evidence of technology training. Below is a suggested example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. **This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.**

Technology Training: Sign-In Sheet

Session: Integrating spreadsheets in elementary math instruction

Date: August 2, 2011

Time: 1:00 p.m. - 4:00 p.m.

Location: District training room

Instructor(s): Melissa Jones

Name	Signature	School
Elisabeth Correy		Red Elementary
Jennifer Seeger		Red Elementary
Jack Stebbins		Green High School
Cyrus Jenkins		Green High School
Harry Wilkes		Red Elementary