

TO: District Contacts
FROM: Connie J. Pollard, Executive Director, PTSB

RE: 1) Late Hire policy, 2) update to District Contacts, and 3) group uploads of district staff for online credential information and entering professional development credits.

Greetings! I hope all of you have had some time to relax and have some fun this summer!

As the school year approaches I want to remind all of you of the **Late Hire policy**. The Late Hire policy applies to individuals who are not able to submit a complete application prior to August 1st because their hiring was late in the summer; this applies to 1st time hires to your district. The Late Hire policy can be found on our website at:

<http://ptsb.state.wy.us/Licensure/WyomingSchoolDistrictAdministrators/tabid/128/Default.aspx> . It is also copied below for your convenience:

Late Hires

If a teacher has not received his or her license prior to the school year - but has received a verification through the PTSB web site stating that PTSB has received an application, please know this verification is sufficient documentation for the district to pay that teacher as a licensed teacher. Online verification is evidence that an applicant is a "candidate" for a license or permit.

If you have a late hire that is unable to assemble all documentation for a complete application packet, he or she must submit a [District Late Hire Documentation Verification Form](#). If this form is not included, the application will be considered incomplete and will be returned to the applicant unprocessed.

PTSB will accept an **original signed** letter of verification in place of 1st Aid/CPR Card(s). The original signed letter must include: beginning and end dates of the course(s), instructor's contact information and expiration date(s) of the 1st Aid/CPR certification(s).

District Contacts

Please remember to contact PTSB with new staff that need to be added – and others that can be deleted – due to staff changes over the summer. Please email Carrie with any changes, cfries@wyo.gov . PTSB maintains 4-5 contacts for each district or other educational facility. Districts and other educational facilities are encouraged to forward emails from PTSB to your staff as you feel beneficial.

District Upload Instructions

PTSB is very pleased to announce that a new feature is now available to districts and facilitators of professional development workshops.

This will allow you to download credential information and submit professional development credits as a group rather than individually. Follow the [District Upload Instructions](#) for group uploads of credential information. Directions for group entry of professional development credits is located on our website at, <http://ptsb.state.wy.us/Licensure/RenewingaLicenseorPermit/HostingaWorkshop/tabid/97/Default.aspx> , select [Instructions for Electronic Submission of Workshop Participants](#)

Please contact PTSB if you have any questions. Thank you! Connie