

June 24, 2009

To: Superintendents, HR Directors, Principals, and Teachers

From: Connie J. Pollard, Executive Director
Professional Teaching Standards Board

Re: Green Cards and Renewal Credits - **Please POST for all licensed staff**

A couple of changes will take place at PTSB, **effective October 15, 2009** that will affect applicants and districts.

1. PTSB will ***discontinue sending applicants a green postcard*** verifying their application materials have been received. Applicants and districts can check this online via the PTSB web site, <http://ptsb.state.wy.us/>
2. ***Renewal credits for workshops, conferences, etc. that are not pre-approved by PTSB will be approved and the credits entered by the local school district.***
 - a. Districts will approve renewal credits for individuals based on district, building, and/or individual professional annual goals.
 - i. Districts may enter credits throughout the school year or annually for individual applicants.
 - b. **Districts should not enter university/college transcript credits into the PTSB data base.** Transcripts verifying university/college credits must be submitted by the applicant upon renewal of their license.
 - c. PTSB is currently researching ways to streamline, update, and make professional development more meaningful and effective for educators. During this period of transition, PTSB is attempting to clarify and streamline how renewal credits are earned and recorded.

Thank you so much for your support and assistance in these changes. PTSB is very pleased to be able to provide applicants and districts with greater efficiency and transparency in the licensing process.