February 4, 2010

TO: Superintendents, Administration Staff, HR Directors, Principals, and Certified Staff
FROM: Connie J. Pollard, Executive Director, PTSB

RE: Web site information and Account Log-In

PTSB would like to remind all district and certified staff to use the PTSB web site,
http://ptsb.state.wy.us/ , to obtain HQ status, expiration dates, renewal credits, download
applications, or find out about new policies, regulations, etc. Utilizing the PTSB web site
provides the timeliest response to your concerns.

I'd also like to remind you that PTSB updates its applications on an on-going basis to assure
content accuracy. **Please download applications from the web site vs. using copies that were
downloaded previously.** Out-dated applications will be returned, thus, increasing the wait time
in issuing the applicant's license or permit.

One more reminder: **the PTSB ID number is NOT the log-in to an applicant's PTSB account.**
To create a PTSB Account, located on the PTSB Home page, one is required to first go through
the state ID system; each person is required to create a unique log-in and password in the state
system. This is the log-in and password required to log-in to the PTSB Account Log-In site.
Please contact 777-7400 if you have forgotten your password; PTSB does not have this
information.