

Check your Renewal Credits Online!

Since fall 2008 educators certified with the Professional Teaching Standards Board (PTSB) have been able to login to the PTSB site, <http://ptsb.state.wy.us/>, and check the following:

1. Endorsement area(s)
2. # of renewal credits
3. Highly qualified status
4. Renewal requirements

You can check your status 24/7. You can also download a copy of your credentials to provide to employers. You may also – and are **encouraged to update your contact information as needed.**

PLEASE READ THIS

- **Beginning in Fall 2008 all educators certified with PTSB were given a unique PTSB ID#.** When you login to your PTSB account (accessible via the PTSB website, <http://ptsb.state.wy.us/>) the 1st screen, after you have logged in, has PTSB ID#. You may use this PTSB ID# or your **FULL** SSN to sign up for PTSB approved workshops.
 - **Your PTSB ID# is NOT the last 4 digits of your SSN.**
 - **You MUST login to the PTSB website to obtain your PTSB ID #**
- Beginning in fall 2008, **the facilitator for each workshop enters your renewal credit(s).** **PTSB no longer enters your renewal credits.**
- Numerous workshop participants continue to only provide the last 4 digits of their SSN. This makes it impossible for renewal credits to be entered. **You must provide your FULL SSN or your PTSB ID # in order for your renewal credits to be entered by the facilitator.** This is stated on the participant sign-up sheet.
 - **IMPORTANT: If you attended a workshop during the 2008-2009 school year – CHECK YOUR RENEWAL CREDITS on the PTSB website. If you only provided a partial SSN – you may not have received credit. If you did not receive credit - you need to contact the person facilitating the workshop. Do not contact PTSB, PTSB can neither verify your participation nor enter credit for your participation.**
 - It is important that you check this NOW – rather than waiting until you are up for renewal and find that the renewal credits you thought you had – are not there – because pertinent information was not provided. **PTSB will NOT be able to go back and remedy this – you need to check your renewal credits and contact the facilitator of the workshop.**