

## Professional Teaching Standards Board

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Date: June 17, 2011  
To: Superintendents, HR Directors, and Principals  
From: Teresa L. Sexton, PTSB Executive Director  
Re: New Board and Staff Members, Fingerprinting Requirement, Reciprocity, and Updated Endorsement-Assignment Matches

As the new Executive Director for the Professional Teaching Standards Board, I would like to welcome our newly appointed Board members. State Superintendent Cindy Hill recently announced Jon Abrams, Diane Beffert, Timothy O’Gan, and Shawn Peck will be joining the PTSB. I would also like to thank departing Board members **Brent Bacon**, Laramie County School District #2 Special Services Director, **Sue Belish**, Sheridan County School District #1 Superintendent, **Susan Griffith**, Natrona County School District #1 secondary teacher, and **Cindy Mossey**, Laramie County School District #1 elementary teacher, for their service. Our Board members are:

Board Member	District or Institution	Position
Jon Abrams	Lincoln County School District #2	Superintendent
Diane Beffert	Laramie County School District #1	Secondary Teacher
Delia Heny	Park County School District #1	School Board Member
Phyllis Jones	Laramie County Community College	Education, Natural & Social Sciences Dean
Peter Martin	Sweetwater County School District #1	Elementary Teacher
Timothy O’Gan	Johnson County School District #1	Special Education Director
Shawn Peck	Fremont County School District #25	Elementary Teacher
Kay Persichitte	University of Wyoming	College of Education Dean
Molly Potas	Park County School District #16	Secondary Teacher, PTSB Board Vice-Chair
Eric Stemle	Uinta County School District #1	Secondary Teacher, PTSB Board Chair
Allen Trent	University of Wyoming	Approved Teacher Preparation Program Faculty
Walter Wilcox	Natrona County School District #1	Secondary Principal
Linda Wolfskill	Crook County School District #1	Elementary Principal

The Professional Teaching Standards Board staff has also undergone some changes over the past couple of months. Below is an updated list of our staff members, their positions and responsibilities, and updated contact information.

Staff Member	Position	Responsibilities	Contact Information
Betsie Martinez	Executive Assistant	Executive Assistant to the Director and to the Board, DCI background checks	(307) 777-6261 <a href="mailto:betsie.martinez@wyo.gov">betsie.martinez@wyo.gov</a>
Andrea Bryant	Program Consultant	K-12 Licensure, Overall application process, Website	(307) 777-6256 <a href="mailto:andrea.bryant@wyo.gov">andrea.bryant@wyo.gov</a>
Ashley Rageth	Receptionist	Front office support, Fingerprint card requests US & WY Constitution exams	(307) 777-7291 <a href="mailto:ashley.rageth@wyo.gov">ashley.rageth@wyo.gov</a>
Lauren Palen	Fiscal Technician	All fiscal matters, Processing credit cards for application fees	(307) 777-6222 <a href="mailto:lauren.palen@wyo.gov">lauren.palen@wyo.gov</a>
Courtney Rorabaugh	Evaluator	Applicants whose last name begins with A-G, PTSB account log-in questions	(307) 777-7295 <a href="mailto:courtney.rorabaugh@wyo.gov">courtney.rorabaugh@wyo.gov</a>
Nannette Tardif	Evaluator	Applicants whose last name begins with H-O and Professional Development Workshop Approval	(307) 777-7294 <a href="mailto:nannette.tardif@wyo.gov">nannette.tardif@wyo.gov</a>
Trisha Wright	Evaluator	Applicants whose last name begins with P-Z, Website, PTSB account log-in questions	(307) 777-2486 <a href="mailto:trisha.wright@wyo.gov">trisha.wright@wyo.gov</a>

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I would also like to provide updates on several other items:

**No longer accepting District Fingerprint Letters** – We have been advised by the Federal Bureau of Investigation that, in order to protect the privacy of those being fingerprinted, Districts are not permitted to share fingerprinting or background information with the PTSB. Therefore, beginning July 1, 2011, the PTSB will no longer accept District Fingerprint Letters in lieu of the fingerprint cards. The fingerprint processing fee is \$50. All new and reinstating applicants are required to submit completed and notarized fingerprint cards along with the fee at the time of application.

**Updated Reference Guide to Endorsement – Assignment Matches Document** – In cooperation with Dianne Frazer at the Wyoming Department of Education, we have updated the attached Reference Guide to Endorsement – Assignment Matches document for your reference. Please use this document as you are placing teachers in positions to make sure their endorsements match the areas in which you will be having them teach for the upcoming school year. Districts are able to verify endorsements and check application status of currently licensed educators and applicants on our website. If you have any questions regarding assignments, you may contact an Evaluator in our office at the above phone numbers or Dianne Frazer at (307) 777-8676.

**Reciprocity Reminder** – When hiring new staff from out of state, please remember that the Wyoming PTSB does participate in reciprocity with all other states; however, other states' licenses **do not** transfer directly to Wyoming—applicants need to meet Wyoming requirements for licensure. If you would like guidance on a particular applicant to your district, please contact an Evaluator in our office.

## Reference Guide to Endorsement – Assignment Matches

The Professional Teaching Standards Board is authorized to set licensure requirements for school personnel.

The board shall promulgate rules and regulations:

(i) For the certification of school administrators, teachers, and other personnel to require either examination in specified subjects or the completion of courses in approved institutions, or both. (W.S. 21-2-802, (a), (i))

The Wyoming Department of Education monitors assignments to assure that assignments match licensure requirements in each specific endorsement area. This is accomplished through the annual WDE 602 report.

The assignments listed are the most common courses taught in Wyoming public schools. At times, a district may create a course that does not fit in the traditional endorsement-assignment list. If there is a question as to what teacher preparation is needed to match with a more non-traditional course, please submit to the PTSB the standards for the course in order for PTSB to determine which endorsement is the best match.

Teachers who hold a valid and current license in grades 5-8 or 6-12, may teach career counseling, exploration and planning in the content area in which they hold an endorsement(s).

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Adaptive Physical Education (APE) K-6, 5-8, 6-12, or K-12	<ul style="list-style-type: none"> <li>• APE</li> </ul>
Agriculture 6-12	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Career counseling, exploration and planning in Agriculture</li> <li>• Welding for Agricultural Applications</li> </ul>
Anthropology 6-12	<ul style="list-style-type: none"> <li>• Anthropology</li> </ul>
Art K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Art</li> <li>• Graphic Design</li> </ul>

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
At-Risk/Alternative Teacher 6-12	<ul style="list-style-type: none"> <li>• Required to be employed by an alternative school (school must be identified as an alternative school or setting by WDE)</li> <li>• Must hold current and valid licensure in 5-8 or 6-12</li> <li>• May teach any course in an identified alternative school setting               <ul style="list-style-type: none"> <li>○ HQT only in those HQ areas in which they hold a current and valid endorsement and have met the requirements for HQT</li> <li>○ There is no route to HQ in areas in which the teacher is not endorsed</li> </ul> </li> </ul>
Biology 6-12	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Integrated/General Science (an inquiry and basic introduction course, 6-9 only)</li> <li>• Life Sciences</li> </ul>
Business 6-12	<ul style="list-style-type: none"> <li>• Business</li> <li>• Technology courses teaching business software applications</li> <li>• Economic systems and institutions</li> </ul>
Chemistry 6-12	<ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Physical Science</li> <li>• Integrated/General Science (an inquiry and basic introduction course, 6-9 only)</li> </ul>
Computer Science 6-12	<ul style="list-style-type: none"> <li>• Computer programming and software development</li> <li>• How computers work – fixing and maintaining hardware</li> </ul>
Director K-12	<ul style="list-style-type: none"> <li>• Endorsement required if supervising licensed staff</li> </ul>
Drama/Theatre 6-12	<ul style="list-style-type: none"> <li>• Drama</li> <li>• Speech</li> <li>• Debate</li> </ul>
Driver Education 6-12	<ul style="list-style-type: none"> <li>• Driver Education</li> </ul>
Early Childhood Birth – Age 8 (or 3 <sup>rd</sup> grade)	<ul style="list-style-type: none"> <li>• Early Childhood</li> </ul>
Early Childhood/Special Education Birth – Age 5	<ul style="list-style-type: none"> <li>• Kindergarten <i>for students on IEP's</i></li> </ul>
Early Childhood (Preschool) Birth – Age 5	<ul style="list-style-type: none"> <li>• Excludes Kindergarten</li> </ul>

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Earth and Space Science 6-12	<ul style="list-style-type: none"> <li>• Astronomy</li> <li>• Earth Science</li> <li>• Integrated/General Science (an inquiry and basic introduction course, 6-9 only)</li> </ul>
Economics 6-12	<ul style="list-style-type: none"> <li>• Economics</li> </ul>
Elementary Teacher K-6	<ul style="list-style-type: none"> <li>• District may apply for a waiver for K-6 certified teachers assigned to teach grades 7-8 in small, rural school (up to 49 students)</li> <li>• May teach Music, PE, Art, Computers, Library, World Language, etc. <b><u>in assigned self-contained elementary classroom</u></b> – <i>may not teach these courses to students outside the teacher’s assigned classroom</i></li> </ul>
English 6-12	<ul style="list-style-type: none"> <li>• English</li> <li>• Drama</li> <li>• Debate</li> <li>• Speech</li> <li>• Journalism</li> <li>• Yearbook</li> <li>• Newspaper</li> <li>• Reading, if integrated into the curriculum               <ul style="list-style-type: none"> <li>○ a Reading Endorsement is required if Title I funding is received or if remedial or specialized reading instruction is provided for struggling readers</li> </ul> </li> </ul>
English as a Second Language K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• English as a Second Language</li> </ul>
Exceptional Specialist: <ul style="list-style-type: none"> <li>• Behavior and Emotional Disabilities               <ul style="list-style-type: none"> <li>• Cognitive Disability</li> <li>• Learning Disability</li> </ul> </li> <li>• Physical and Health Disabilities</li> </ul> K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Students on an IEP identified as having a:               <ul style="list-style-type: none"> <li>○ behavioral or emotional disability</li> <li>○ cognitive disability</li> <li>○ learning disability and/or</li> <li>○ physical or medical disability</li> </ul> </li> </ul>
Exceptional Specialist – Deaf and Hard of Hearing K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Students on an IEP and identified as having a hearing disability</li> </ul>

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Exceptional Specialist – Generalist K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Students on an IEP and identified as having a physical, medical, learning, visual, hearing, cognitive, or behavioral disability</li> <li>• This is a <b><u>cross-categorical endorsement</u></b></li> </ul>
Exceptional Specialist – Visual Disability K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Students on an IEP and identified as having a visual disability</li> </ul>
Family Consumer Science (FCS) 6-12	<ul style="list-style-type: none"> <li>• Child Development</li> <li>• Nutrition</li> <li>• Health</li> <li>• Family Budgeting/Finances</li> <li>• Career counseling, exploration and planning in areas of FCS</li> </ul>
Geography 6-12	<ul style="list-style-type: none"> <li>• Geography</li> </ul>
Gifted and Talented K-12	<ul style="list-style-type: none"> <li>• Endorsement required if class or self-contained classroom titled Gifted &amp; Talented</li> <li>• Endorsement not required if not titled Gifted &amp; Talented (i.e. “Enrichment”) or if students do not receive credit/grades</li> </ul>
Health 5-8, 6-12,K-12	<ul style="list-style-type: none"> <li>• Health</li> <li>• Health Careers</li> <li>• Career counseling, exploration and planning in Health</li> </ul>
History 6-12	<ul style="list-style-type: none"> <li>• US History</li> <li>• World History</li> </ul>
Institutional Teacher K-12	<ul style="list-style-type: none"> <li>• Employed to teach in a Wyoming institution/private facility school</li> <li>• Required to hold a valid and current Wyoming Educator license.</li> <li>• May teach in all content areas               <ul style="list-style-type: none"> <li>○ HQT only in those HQ areas in which they hold a current and valid endorsement</li> <li>○ No route to HQ in areas in which the teacher is not endorsed</li> </ul> </li> </ul>
Instructional/Educational Technology K-6, 6-12, K-12	<ul style="list-style-type: none"> <li>• Using technology in the classroom</li> <li>• Technology software applications in classroom instruction</li> <li>• Instructional design using technology</li> </ul>

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Journalism 6-12	<ul style="list-style-type: none"> <li>• Journalism</li> <li>• Newspaper</li> <li>• Broadcasting</li> <li>• Yearbook</li> <li>• Media Technology</li> <li>• Career counseling, exploration and planning in areas of Journalism</li> </ul>
Language Arts 5-8	<ul style="list-style-type: none"> <li>• English</li> <li>• Language Arts</li> <li>• Drama</li> <li>• Debate</li> <li>• Speech</li> <li>• Journalism</li> <li>• Yearbook</li> <li>• Newspaper</li> <li>• Reading, if integrated into the curriculum.               <ul style="list-style-type: none"> <li>○ a Reading Endorsement is required if Title I funding is received, or if remedial or specialized reading instruction is provided for struggling readers</li> </ul> </li> </ul>
Library Media K-12	<ul style="list-style-type: none"> <li>• Research</li> <li>• Media</li> </ul>
Math 5-8, 6-12	<ul style="list-style-type: none"> <li>• Math</li> </ul>
Music K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Music</li> <li>• Instrumental Music</li> <li>• Vocal Music</li> </ul>
Music Instrumental K-6, 6-12, K-12	<ul style="list-style-type: none"> <li>• Instrumental Music</li> </ul>
Music Vocal K-6, 6-12, K-12	<ul style="list-style-type: none"> <li>• Vocal Music</li> </ul>
Physical Education K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• P.E.</li> <li>• Misassigned if teaching Adaptive P.E.</li> <li>• Health if integrated into the P.E. curriculum</li> </ul>
Physical Science 6-12	<ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Integrated/General Science (an inquiry and basic introduction course, 6-9 only)</li> </ul>

<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Physics 6-12	<ul style="list-style-type: none"> <li>• Physics</li> <li>• Physical Science</li> <li>• Integrated/General Science (an inquiry and basic introduction course, 6-9 only)</li> </ul>
Political Science 6-12	<ul style="list-style-type: none"> <li>• Political Science/Civics/Government</li> </ul>
Principal K-6, 5-8, 6-12, K-12	<ul style="list-style-type: none"> <li>• Principal or Assistant Principal at the appropriate grade level</li> <li>• Director</li> </ul>
Psychology 6-12	<ul style="list-style-type: none"> <li>• Psychology</li> </ul>
Reading K-6, 6-12, K-12	<ul style="list-style-type: none"> <li>• Remedial Reading</li> <li>• Reading Endorsement is for reading specialists and is not intended for teaching reading to all students</li> </ul>
School Counselor	<ul style="list-style-type: none"> <li>• School Counselor</li> </ul>
School Nurse	<ul style="list-style-type: none"> <li>• May teach health related classes</li> <li>• Career counseling, exploration and planning in Health</li> </ul>
School Psychologist	<ul style="list-style-type: none"> <li>• School Psychologist</li> </ul>
School Social Worker	<ul style="list-style-type: none"> <li>• School Social Worker</li> </ul>
Science 5-8	<ul style="list-style-type: none"> <li>• Any science in grades 5-8</li> </ul>
Social Studies Comprehensive 5-8, 6-12	<ul style="list-style-type: none"> <li>• History (World and US)</li> <li>• Geography</li> <li>• Economics</li> <li>• Political Science/Civics/Government</li> <li>• Psychology</li> <li>• Sociology</li> <li>• Anthropology</li> <li>• General Social Studies</li> </ul>
Sociology 6-12	<ul style="list-style-type: none"> <li>• Sociology</li> </ul>
Speech 6-12	<ul style="list-style-type: none"> <li>• Speech</li> <li>• Debate</li> <li>• Drama</li> </ul>



<b>ENDORSEMENTS (Grade Level Options)</b>	<b>ASSIGNMENT(S) (Assignments must match the grade level in which the endorsement is held.)</b>
Trade and Technical (Industrial Arts) 6-12	<ul style="list-style-type: none"> <li>• Trade and technical               <ul style="list-style-type: none"> <li>○ Architecture and Construction</li> <li>○ A/V, Technology &amp; Communications</li> <li>○ Manufacturing</li> <li>○ Marketing, Sales, &amp; Service</li> <li>○ Transportation, Distribution &amp; Logistics</li> </ul> </li> <li>• Career counseling, exploration and planning in areas of Trade and Technical Education</li> </ul>
World Language K-6, 5-8, 6-12, K-12 <ul style="list-style-type: none"> <li>• Chinese</li> <li>• French</li> <li>• German</li> <li>• Italian</li> <li>• Japanese</li> <li>• Latin</li> <li>• Spanish</li> <li>• Russian</li> </ul>	<ul style="list-style-type: none"> <li>• Specific world language in which the endorsement is current and valid</li> </ul>

<b>PERMITS</b>	<b>ASSIGNMENT(S)</b> <b>(Assignments must match the grade level in which the permit is held.)</b>
Classroom Substitute	<ul style="list-style-type: none"> <li>• Sub in any classroom at the grade level in which they are endorsed</li> </ul>
Driver's Ed	<ul style="list-style-type: none"> <li>• May teach Driver's Ed for 3 years without being endorsed in Driver's Ed (W.S. 21-7-303 (c))</li> </ul>
Educational Sign Language Interpreter/Transliterators K-12	<ul style="list-style-type: none"> <li>• Permit required for all Educational Sign Language Interpreters as of July 1, 2011</li> </ul>
Native Language	<ul style="list-style-type: none"> <li>• Shoshoni or Arapahoe language</li> </ul>
School Nurse	<ul style="list-style-type: none"> <li>• May teach health related classes and Health Careers <u>if supervised by a certified teacher</u></li> </ul>
<b>Professional, Industry, and Careers Permits (PIC)</b>	
<b>PICs Aligned with the 16 clusters of the Career-Technical Education Program</b>	
<ul style="list-style-type: none"> <li>• Agriculture, Food &amp; Natural Resources</li> <li>• Architecture and Construction</li> <li>• Arts, A/V Technology &amp; Communications</li> <li>• Business, Management &amp; Administration</li> <li>• Education and Training</li> <li>• Finance</li> <li>• Government &amp; Public Administration</li> <li>• Health Science</li> <li>• Hospitality and Tourism</li> <li>• Human Services</li> <li>• Information Technology</li> <li>• Law, Public Safety &amp; Security</li> <li>• Manufacturing</li> <li>• Marketing, Sales &amp; Service</li> <li>• Science, Technology, Engineering &amp; Math</li> <li>• Transportation, Distribution &amp; Logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Specific teaching areas/endorsements under each of the 16 clusters will be listed on the Permit document commensurate with the applicant's qualifications</li> <li>• Career counseling, exploration and planning in the specific endorsement area held</li> </ul>
<b>PICs Requiring a bachelor's degree or higher in the specific discipline</b>	
<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Business</li> <li>• Family Consumer Science</li> <li>• Trade and Technical (formerly Industrial Arts)</li> <li>• Technology</li> </ul>	<ul style="list-style-type: none"> <li>• See the specific Endorsement for assignment matches</li> <li>• Career counseling, exploration and planning in the specific endorsement area held</li> </ul>

<b>INTERNSHIPS</b>	
<ul style="list-style-type: none"> <li>• Director</li> <li>• Principal</li> <li>• School Counselor</li> <li>• School Psychologist</li> <li>• School Social Worker</li> <li>• Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Interns are required to be supervised by a professional who is fully licensed in the same area in which the internship permit is issued</li> </ul>

<b>OBSOLETE ENDORSEMENTS</b>	<b>ASSIGNMENT(S)</b>
<b>Professional, Industry, and Careers Permit (PIC)</b>	<ul style="list-style-type: none"> <li>• PTSB has recently aligned PICs with the 16 CTE clusters. PICs issued prior to this alignment will remain in effect – and will be issued with the same endorsement(s) if the permit does not lapse</li> <li>• Endorsements that are no longer issued are valid and will continue to be issued IF the applicant maintains a current and valid license or permit. If a license or permit, with an obsolete endorsement, lapses it <b>cannot</b> be issued by PTSB again</li> </ul>
Industrial Arts has been changed to Trade and Technical, 6-12 <ul style="list-style-type: none"> <li>• Holders of the endorsement Industrial Arts will be issued a Trade and Technical endorsement upon renewal</li> </ul>	<ul style="list-style-type: none"> <li>• Woods</li> <li>• Welding</li> <li>• Technology applications</li> <li>• Trade and Technical</li> </ul>
Institutional Administrator K-12	<ul style="list-style-type: none"> <li>• Administrative position in a WDE recognized Wyoming institution</li> </ul>
Middle School Generalist, 5-8	<ul style="list-style-type: none"> <li>• Any subject in grades 5-8</li> </ul>
Marketing 6-12	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Finance</li> <li>• Business as it relates to finance and marketing</li> <li>• Economics</li> <li>• Family Budgeting</li> </ul>
Science Comprehensive, 6-12	<ul style="list-style-type: none"> <li>• Any science course in grades 6-12</li> </ul>