



PROFESSIONAL TEACHING STANDARDS BOARD

1920 Thomes Avenue, Suite 400
Cheyenne, Wyoming 82002-0190

tel: 307.777.7291
toll free: 800.675.6893
fax: 307.777.8718
<http://ptsb.state.wy.us>

Date: February 15, 2017

To: Superintendents, Directors (HR, Special Education, Curriculum, Business Services, Other Educational Entities), and Principals

From: Molly Potas, PTSB Board Chair

RE: Interim Director, Listing of Staff and Board Members, Renewals Update, Substitute Teaching Rules Change, Applications Updating, Electronic Transcripts, Trustees Education Initiative, Upcoming Board Meetings

INTERIM DIRECTOR

As Board Chair of the Professional Teaching Standards Board (PTSB), I would like to notify our stakeholders that Nicholas Bellack has been named the Interim Executive Director of PTSB. The Board has advertised the Executive Director's position and will be filling it as soon as possible.

It is our goal at the PTSB to support the work of Wyoming School Districts and other stakeholders. Below is a list of PTSB staff members, their position and responsibilities, and updated contact information. We encourage our stakeholders to utilize our staff as a resource.

Staff Member	Position	Responsibilities	Contact Information
Nicholas Bellack	Interim Director	Overall application process and Board Policy	(307) 777-1926 nicholas.bellack@wyo.gov
Ashley Graham	Executive Assistant	DCI Background checks, investigations, and Board logistics	(307) 777-6222 ashley.graham@wyo.gov
Jessie Craver	Receptionist	General Information and US & WY Constitution Exams	(307) 777-7291 jessica.craver@wyo.gov
Nannette Tardif	Licensing Specialist	Applicants whose Last Name begins with A-G and Professional Development Workshop Approval	(307) 777-7294 nannette.tardif@wyo.gov
Morgan DiNoble	Licensing Specialist	Applicants whose Last Name begins with H-O and Processing application fees	(307) 777-7295 morgan.dinoble@wyo.gov
Trisha Wright	Licensing Specialist	Applicants whose Last Name begins with P-Z and Website management	(307) 777-2486 trisha.wright@wyo.gov
Erin Zopf	Office Assistant	General Information and US & WY Constitution Exams	(307)-777-6261 erin.zopf@wyo.gov

More resources for our stakeholders are the PTSB Board Members who each represent different areas of the Wyoming education community. Our current Board Members are:

Board Member	Position
Molly Kinsey	Elementary Teacher
Shawn Peck	Elementary Teacher
Molly Potas	Secondary Teacher
Liesl Sisson	Secondary Teacher
Jason Wheeler	Secondary Teacher
Dan Mayer	Auxiliary Professional Services

Leslie Rush	Approved Programs Faculty
Ray Reutzel	College of Education Dean
Aaron Jensen	Community College Faculty
Liann Brenneman	Elementary Principal
Tracy Ragland	Secondary Principal
John Lyttle	Central Office Administrator
Janice Marshall	School Board Member

RENEWALS UPDATE

The Professional Licensing Renewal (PLR) system is the online system used by educators to renew their license or permit with PTSB. The system was taken offline briefly while the Department of Enterprise Technology Services performed maintenance. The system is now currently up and running and will be until PTSB moves into their new educator credentialing system. Please remember that license/permit holders are able to renew six (6) months prior to the expiration date.

SUBSTITUTE TEACHING PERMIT RULE CHANGE

Rules have been changed regarding Classroom Substitute Permits related to semester hour requirements. The rule change was initiated based on PTSB's policy of accepting conferred associates degrees in lieu of 65 semester credits. Some associate's degrees only require 60 semester hours. The following outlines the change made within the context of PTSB Rules (Chapter 6, Section 2(b)):

*Applicants applying for a Classroom Substitute Permit must possess a high school diploma or a high school equivalency certificate and meet **one** of the following additional requirements: (this requirement is unchanged)*

1. *Complete a minimum of ~~65~~ 60 semester hours at a regionally accredited institution of higher education (this requirement has been reduced by five credits)*

or

2. *Complete 24 clock hours of in-service to assure competency in:

 - a. Age level communication skills;
 - b. Use and application of lesson plans;
 - c. Use of instructional technology;
 - d. Professional attitude, behaviors, and dispositions; and
 - e. Complete an additional 30 clock hours of observation to qualify for a Classroom Substitute Permit at all grade levels; ten (10) clock hours of classroom observation at each level is required (elementary, junior high/middle, and high school). (this requirement is unchanged)*

Therefore, this change only corresponds to those wishing to pursue meeting full requirements based on semester hours from a regionally accredited institution of higher education. Instead of the previous 65 credit hour requirement, the requirement has been reduced to 60 credit hours (the minimum credits needed for an associate's degree).

APPLICATIONS UPDATING

PTSB is currently reviewing all six application forms in order to better serve applicants, provide necessary information updates, and increase efficiencies in the licensing process. Applicants utilizing the updated application

forms can expect to see the same general format as existing applications. The updated applications are expected to be complete and available on our website by April.

TESTING OF ELECTRONIC TRANSCRIPTS

In order to better serve its applicants, the Wyoming Professional Teaching Standards Board is exploring the possibility of accepting electronic transcripts. PTSB is currently conducting a trial period that began in January. During this trial we will be accepting electronic transcripts from the University of Wyoming and Wyoming community colleges ONLY. Applicants sending transcripts from The University of Wyoming or a Wyoming community college who would like more information on submitting electronic transcripts may follow the following link:

<http://ptsb.state.wy.us/Licensure/BecomingLicensed/OfficialTranscripts/tabid/154/Default.aspx>

TRUSTEES EDUCATION INITIATIVE

Ten University of Wyoming (UW) Trustees Education Initiative (TEI) Town Hall Meetings have been scheduled to happen around the state in order to gather stakeholder perspectives on the UW College of Education and its educator preparation programs in service of Wyoming's pre-school through high school students. According to Rebecca Watts, Executive Director for TEI, "The success of the Trustees Education Initiative on behalf of Wyoming's P-12 learners is dependent on robust, broad-based input from students, parents, teachers, principals, superintendents, school board members, community members, the Wyoming business community, and elected officials." For more information and to see the schedule and a promotional flyer for each meeting, please visit:

http://www.uwyo.edu/trust_edu_init/town-hall-meetings.html.

UPCOMING BOARD MEETINGS

The following PTSB Meetings have been scheduled. Other meetings may be scheduled as necessary to conduct Board business. To receive notice of Board Meetings and agendas, contact Ashley Graham at ashley.graham@wyo.gov.

- **February 16, 2017** 3:30 p.m.-4:30 p.m. – Virtual
- **March 21, 2017** 10:00 a.m.-12:00 p.m. – Cheyenne, WY/Virtual
- **June 12-13, 2017** Board Retreat – Laramie