

[Letterhead]

June 1, 2007

TO: Superintendents, Human Resource Directors, Athletic Directors, University of Wyoming, Community Colleges, BOCES, Private Schools, Child Development Centers, WEA, WDE

FROM: Dr. Connie J. Pollard, Director

RE: Changes in Policy:

- 1) Website <http://ptsb.state.wy.us> – June 11, 2007 – new site being launched!
- 2) Teacher Testing Requirements – (flyer attached)
  - o Certification and “highly qualified”
- 3) Fees – (flyer attached)
- 4) Transitional Coaching
- 5) Endorsements
- 6) Exception Authorizations
- 7) School Counselors
- 8) New Application forms
- 9) Equivalency Program for Speech Language Therapists and School Social Workers

As many of you know, PTSB has been undergoing some major policy changes; we believe these changes will assist in clarifying and streamlining the certification process. We also recognize that it takes time to become familiar with policy changes and for the changes to operate smoothly. Please call when questions arise, 777-7291. You are encouraged to become familiar with two web sites; the PTSB web site, <http://ptsb.state.wy.us> and the PRAXIS website, [www.ets.org/praxis](http://www.ets.org/praxis); many of your questions can be answered by going to these sites. Within the PRAXIS website, under State Requirements, you can find the list of specific tests Wyoming has adopted and what each test can be used for; highly qualified, certification, or added endorsement.

**Please distribute this memo to all persons in your organization who will be affected by these policy changes.**

**Flyers** re: 1) PRAXIS information (**this is not included with this online memo – please go to [www.ets.org/praxis](http://www.ets.org/praxis) to locate information on registration, study guides, costs, test sties, etc.**), 2) fees and 3) Teacher Testing Requirements are included. **PLEASE post these in visible areas for teachers and administrators to see.**

1. **Website:** PTSB is launching a new website **June 11, 2007**. New application forms, Frequently Asked Questions (FAQ), board minutes and updated information can be found at <http://ptsb.state.wy.us>. This is the 1<sup>st</sup> phase of our new website; we plan to provide a more user friendly and informational resource to our customers via our new website as we continue into the next phases of development.
2. **Teacher Testing Requirements:** Beginning June 1, 2007, the **only new applicants** who will be **required to take a PRAXIS exam will be Elementary Education majors and Social Studies Composite majors**. Please see the attached flyer, *Teacher Testing Requirements*, for more information.

- a. **All new applicants who are issued a Standard Teaching Certificate after June 1, 2007 will be highly qualified in the area they are endorsed if their assignment matches their endorsement(s) area.**
  - b. Please note the handouts included in the mailed packet of information on the PRAXIS exams; *Top 10 Questions Asked* and *The PRAXIS Series*. These handouts are available on the ETS PRAXIS site, [www.ets.org/praxis](http://www.ets.org/praxis). The PRAXIS site is extremely informative, please direct individuals to this site when questions arise regarding the PRAXIS exams; test sites, Wyoming requirements, registration dates, costs, study guides, accommodations, etc.
3. **Fees:** A fee increase will go into effect June 1, 2007. Please see attached Fee Schedule. A fee increase was approved based on the following:
- a. The last increase was January 2002; PTSB has incurred 5 cost of living raises during this time
  - b. PTSB is self-supporting; PTSB does not receive any monies from the WY legislature
  - c. Comparison to other Wyoming Professional Licensing Board fees:
    - Nurses - \$100/yr
    - Cosmetologists - \$36/yr
    - Speech Pathologists – \$100/yr for renewal
    - Social Workers, Counselors - \$100/yr
    - Teachers, with the fee increase, will pay \$40-\$50/year
  - d. Evaluating and maintaining a data base for HQ status has increased the work load significantly at PTSB. PTSB has not received any monies for this service since PTSB initiated addressing HQ in 2002.
  - e. PTSB also provides Professional Development/Renewal Credits at no charge to the district or individuals. District plans are reviewed and approved by the board, posted by PTSB staff and tracked for individuals. These no cost credits oftentimes provide individuals with advancement on the salary schedule. UW graduate credits cost \$159 per one (1) semester hour.
4. **Transitional Coaching:** All Transitional Coaching Permits will be issued for three years; **as of June 1, 2007 a person on a Transitional Coaching Permit is no longer required to send in annual documentation of progress to PTSB.** It is up to the district to monitor a coach's progress toward completion of the requirements for a Head or Assistant Coaching Permit. **Individuals who currently hold a Transitional Coaching Permit will automatically have their current Permit extended to three years from the date of its initial issuance.** PTSB will take care of this extension; the individual does not have to send anything into PTSB.
5. **Endorsements:** PTSB has approved two additional ways to add an endorsement. First, an endorsement may be added through a Demonstration of Competency. Use the Add Endorsement application form, <http://ptsb.state.wy.us>. The requirements are as follow:
- a. **Credits:** Verification of 27 semester hours from a regionally accredited institution(s).
  - b. **Currency:** Documentation of a minimum of 9 semester hours completed within the past 5 years.
  - c. **Quality assurance:** Only coursework verifying a grade of a 'C' or above will be accepted.
  - d. **Content:** All coursework must address one or more of the PTSB content standards in the area of the endorsement being sought; a maximum of 3 semester hours in pedagogy will be accepted.
  - e. **Testing:** Successfully pass a PTSB approved exam in the area of the endorsement being requested.

A second way **to add a middle level content endorsement** area is **available to certified secondary teachers in Math, English, Science, or Social Studies**. Certified secondary teachers in Math, English, Science, or Social Studies, with an Institutional Recommendation from an accredited university, may take a middle level content exam in their content area to add a middle level endorsement in that same content area.

<b>Secondary, 7-12, teachers certified in:</b>	<b>PRAXIS exam required to add middle level, 5-8, endorsement</b>	<b>Added endorsement</b>
English, 7-12	0049 Middle School: Language Arts	Middle Level LA, 5-8
Math, 7-12	0069 Middle School: Math	Middle Level Math, 5-8

Biology or Physics or Earth Science or Chemistry or Physical Science, or any other science endorsement, 7-12	0430 Middle School: Science	Middle Level Science, 5-8
Social Studies Composite, 7-12	0089 Middle Level Social Studies	Middle Level Social Studies, 5-8

6. **Exception Authorizations:** Exception Authorizations will replace the previous Transitional, Temporary, and Collaboration permits and certificates. An Exception Authorization will allow individuals who are not fully certified to teach for a period of one year while they are working toward full certification. The 2<sup>nd</sup> page of the application form for an Exception Authorization describes 4 options in which an applicant may be eligible to teach in an area in which they are not fully certified, <http://ptsb.state.wy.us> . In some cases, an individual may be issued up to a total of three Exception Authorizations if progress toward full certification is demonstrated each year.
7. **New Application forms:** All the application forms have been redone and can be downloaded at <http://ptsb.state.wy.us> . We have whittled the previous 36 applications into 19; initial and reinstatement applications have been combined, and some coaching applications have been combined. Our hope is that each form provides greater clarity to our customers. We recognize that there will be some glitches as people begin to use them, we will revise as needed.
8. **School Counselors:** A teaching certificate is no longer a prerequisite to obtain certification as a School Counselor.
9. **Equivalency Program (EQP) for Speech Language Therapists and School Social Workers:** Forms for Sp/L Therapists and School Social Workers who have not completed an MA or an equivalency program are available on our website <http://ptsb.state.wy.us> . Any Sp/L or SSW who plans to renew their certificate when it expires and has not completed an MA or an equivalency program needs to complete and submit these forms at the time of their renewal.

Whew! Again, call if you have questions. Please note that policy changes take time – the final adoption for these changes came to PTSB May 31, 2007; PTSB did not have authority to act on many of these changes until the governor’s signature was obtained. PTSB has attempted to keep customers informed of upcoming changes via district emails, the WEA newsletter, working with WDE, and posting proposed rule changes in local papers throughout the state.

Thank you for your patience and support.

Respectfully,

Dr. Connie J, Pollard, Executive Director