



Wyoming Standard Educator License

Add Endorsement - Institutional Recommendation

Application Packet

Fees	
Add Endorsement through Institutional Recommendation (IR) <i>Note: If adding an endorsement through Institutional Recommendation at the time of initial licensure or at renewal, there is no cost to add this endorsement.</i>	\$75

PTSB APPLICATION SUBMISSION & PAYMENT INSTRUCTIONS

Tips for Applicants

- Before completing your application, please be sure that you are using Abode to view and complete to application. Please be sure that you have downloaded the fillable application to your computer and saved the application before completing the packet.
- In order for PTSB to better serve you by processing your application quickly and efficiently, it is critical that submitted application packets are complete and contain all supporting documentation as outlined in the instructions and on the forms.
- Application processing times vary throughout the year and depend upon whether an applicant is required to submit fingerprint cards or not. Check our current processing time by visiting the PTSB homepage: <http://wyomingptsb.com>.
- It is the applicant's responsibility to maintain current information (including Name, Mailing Address, Phone Number and Email Address) on file with the Professional Teaching Standards Board.
 - To update your information, please call our office at 307-777-7291 or email us at wyoptsb@wyo.gov.

Application Submission

Step 1 – Complete the Wyoming PTSB Application Form

- **Section I – Application Information**
 - Complete the information as outlined.
- **Section II – Licensing and Legal Information**
 - Please make sure you carefully read and complete these pages of the application.
 - Any disclosure must be accompanied by a personal statement indicating the circumstances and other related legal documentation (if applicable) to be considered complete. For more information regarding your personal statement, please review the application packet.
 - Failure to disclose will delay your application. This may also lead to a forfeiture of your fee and denial or cancelation of your application.
 - If you have any questions regarding your particular circumstance(s), please contact our office at 307-777-7291.
 - Sign and date the application (typing your name in both fields is accepted as a signature).
- **Section III – Individual Application Requirements**
 - Complete all boxes in this section of the application you are filling out. Gather any documentation required and include it with your application.

Step 2 – Submit your complete application packet to PTSB

- Your complete application packet can be submitted by:
 - Email: Please send to wyoptsb@wyo.gov (**PTSB's Preferred Method**)
 - Fax: 307-777-8718
 - Mail: Professional Teaching Standards Board
2001 Capitol Ave.
Emerson Bldg. Room 128
Cheyenne, WY 82002

Step 3 – Payment

- Fee amounts are listed on the front page of each individual application packet as well as below.
- **All fees are non-refundable.**
- The fees may be paid by personal checks, money orders, cashier's checks, and credit cards.
 - If you would like to pay with a credit card, please indicate this in the body of your email, or include a note with your application packet. You will receive an invoice by email that you can securely pay online. (**PTSB's Preferred Method**)
 - If you would like to pay with a check or money order, please make it payable to PTSB or Professional Teaching Standards Board. Checks and money orders can be sent directly to PTSB at:
Professional Teaching Standards Board
2001 Capitol Ave.
Emerson Bldg. Room 128
Cheyenne, WY 82001

Help Us Avoid Processing Delays

Our goal is to process your application and issue your Educator License in a timely manner. To do that, we ask that you submit your application packet with **complete and accurate information**. If an application is received incomplete, you will receive a 30 Day Notice notifying you of your missing requirements. If the missing item(s) are not received within the 30 days, your application will be canceled, and your fee will be forfeited. As a reminder, all fees are non-refundable.

Wyoming PTSB Application Form

This form is required for EVERY application.

You must submit this form with your complete application packet or your application will not be processed.

I. APPLICANT INFORMATION (INK ONLY)

Legal Last Name (Required)		Legal First Name (Required)		MI	Maiden / Other Name		
Address							Date of Birth
Mailing Address:							
City:		State:		Zip Code:		Gender (Optional)	
						<input type="checkbox"/> Male <input type="checkbox"/> Female	
E-Mail Address:				Phone:			
				Primary: _____ Work: _____			
Ethnicity (Optional)	<input type="checkbox"/>	American Indian or Alaska Native		<input type="checkbox"/>	Black, African American, not of Hispanic origin		
	<input type="checkbox"/>	Anglo, Caucasian, White, not of Hispanic origin		<input type="checkbox"/>	Hispanic, Chicano, Cuban, Puerto Rican, Latino, Mexican American		
	<input type="checkbox"/>	Asian, Japanese, Chinese, Vietnamese, Korean, Filipino		<input type="checkbox"/>	Native Hawaiian or other Pacific Islander		
Please verify the following information:							
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you legally eligible to work in the United States?					
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you a military service member as defined in W.S. 33-1-116(a)(ii)?					
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you the spouse of a military service member as defined in W.S. 33-1-117(a)(v)?					
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you currently employed as an educator in Wyoming? (<i>Teacher, Substitute, Administrator, Related Services, or Coach</i>)					
		District and School: _____					
		Subject(s) and Grade Level(s) (if applicable): _____					

II. LICENSING AND LEGAL INFORMATION



IMPORTANT: Failure to answer any of the licensing and legal questions in a truthful and **complete** manner or failure to provide truthful information or supporting documents could lead to your application being cancelled and fee forfeited. Failure to answer could also lead to disciplinary action toward any PTSB license or permit you possess.

All conduct must be disclosed. Even if:

- It happened more than 10 years ago
- It happened in another state, federal court, tribal, military, or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation

Note: If your conviction was later dismissed, expunged, set aside, or the sentence was suspended, you may be required to provide court documentation verifying the final disposition.

What to include in your personal statement:

- Detailed explanation of each question marked “yes” on page 4
- Dates and locations
- Final disposition and/or what was done to resolve the situation
- Documentation regarding:
 - Disposition of arrest and/or conviction
 - Any investigation or discipline on a professional license

Below are examples of personal statements:

Acceptable:

“I was arrested for shoplifting in May of 1983. I was sentenced to pay restitution and received a fine of \$300. I paid the restitution and fine and my case was closed. I contacted the court and was told my records are no longer available because the arrest happened over 30 years ago. The court provided me with the attached document which verifies that my records are no longer available.”

Applicant Signature

Unacceptable:

“I was convicted of a DUI in April 2003. Everything has been taken care of, and my case has been closed.”

Applicant Signature

For more information, see the Licensing and Legal FAQs at <http://wyomingptsb.com/frequently-asked-questions/faq-legal/>

Legal Questions Found on Page 4

II. LICENSING AND LEGAL QUESTIONS [Required]



WARNING: Answers to the following questions are required. For each question that applies to you, you must answer “yes”, *EVEN IF* you have already answered “yes” in a previous application. Answering “yes” does not lead to the automatic denial of your application. If you answer “yes” to any question, you must submit a signed personal statement and supporting documents (if applicable) even if you have previously submitted a statement.

For more information on personal statements, see page 3

1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever had any license, permit, or certificate from ANY professional licensing authority (education, nursing, speech-language pathology, etc.) suspended, revoked, voided, canceled, denied, rescinded, rejected, and/or otherwise taken away in Wyoming, any other state, or elsewhere?
2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any action or investigation pending against a license, permit, or certificate held by you from ANY professional licensing authority in Wyoming, any other state, or elsewhere?
3	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever resigned, been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct , or is any such action pending? IMPORTANT: This includes discipline for failure or refusal to fulfill an employment contract.
4	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been investigated, arrested, taken into custody, cited, charged, indicted, tried, pleaded guilty to, or convicted of a felony or misdemeanor, or been found to have committed a probation or parole violation? Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets. IMPORTANT: In responding to this question, include any pending investigation or charge. Include all cases from federal, state, local, tribal, and military tribunals. You must also include all cases that were settled or closed by a withheld judgement or through retained jurisdiction, etc., or handled through juvenile proceedings. Even if you pleaded nolo contendere (no contest) you must disclose this. DUI's or careless driving tickets stemming from a DUI are <u>NOT</u> considered minor traffic violations and must be reported.
5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or ability to hold a license, permit, or certificate in Wyoming and which should be placed at the disposal or brought to the attention of the Wyoming Professional Teaching Standards Board?

BEFORE SIGNING, CHECK PAGES 3 AND 4 FOR COMPLETENESS:

- Personal information with correct Mailing Address, Phone Number, E-Mail Address, and Date of Birth filled in on page 3
- All Legal questions marked “yes” or “no” on page 4
- Signed, detailed personal statement attached (if applicable)
- Court documents (if applicable)

I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that penalties, which may include revocation, suspension, denial, or refusal to renew, will be imposed under WS § 21-2-802 and PTSB Rules & Regulations, for making any false statement(s) on this application or required documents.

Applicant Signature (Printed/Typed) _____ **Date** _____

III. INDIVIDUAL ENDORSEMENT REQUIREMENTS

Please indicate which type of endorsement(s) you are applying to add by checking the appropriate box and completing all information in the corresponding section.

I would like to add an endorsement through an **Institutional Recommendation**

NOTE: Adding an endorsement through an Institutional Recommendation requires the completion of an approved program through a regionally accredited institution of higher education.

Adding an endorsement in a teaching content area(s)

An individual who holds a Wyoming Standard Educator License with an endorsement in specific teaching content area(s) is eligible to teach in any Wyoming school district in accordance with his or her level of preparation. List all endorsement area(s) you are applying for below. Endorsements added via Institutional Recommendation have the same validity dates as the license to which they are added.

I am applying for: _____

Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached.

- Institutional Recommendation indicating completion of a teacher preparation program from an accredited institution of higher education (see page 6).
- Official transcripts with degree(s)/endorsement area(s) listed. No photocopied, faxed, or scanned transcripts are accepted (see page 7).
- Praxis II scores. This is only required for Elementary Education, Early Childhood or Social Studies Comprehensive applicants.

Adding an endorsement as a School Administrator

An individual who holds a Wyoming Standard Educator License with a School Administrator endorsement is eligible to serve as administrator in any Wyoming school district in accordance with his or her level of preparation. Endorsements added via Institutional Recommendation have the same validity dates as the license to which they are added.

I am applying to add an endorsement as a:

- District Superintendent School Principal Program Director

Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached.

- Institutional Recommendation indicating completion of a school administration program from an accredited institution of higher education (see page 6).
- Official transcripts with degree(s)/endorsement area(s) listed. No photocopied, faxed, or scanned transcripts are accepted (see page 7).

Adding an endorsement in a Related Services area

An individual who holds a Wyoming Standard Educator License with a Related Services endorsement is eligible to serve in any Wyoming school in the professional service area of his or her preparation. Endorsements added via Institutional Recommendation have the same validity dates as the license to which they are added.

I am applying to add an endorsement as a:

- School Psychologist School Counselor School Social Worker

Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached.

- Institutional Recommendation indicating completion of a master's degree in the appropriate field checked above (see page 6).
- Official transcripts with degree(s)/endorsement area(s) listed. No photocopied, faxed, or scanned transcripts are accepted (see page 7).

INSTITUTIONAL RECOMMENDATION

Reminder: YOU MUST INCLUDE AN OFFICIAL TRANSCRIPT THAT HAS YOUR DEGREE POSTED

Section I – Applicant’s Legal Name (Required)			
Mailing Address			
Street:	City:	State:	Zip:

IMPORTANT! THE APPLICANT MAY NOT COMPLETE ANY PORTION OF SECTION II BELOW. Section II is to be completed ONLY by the issuing institution’s official representative. Altering any information provided in Section II constitutes false representation and may be grounds for denial, suspension, or revocation of the applicant’s license.

Section II – College Representative: Please complete the section below, and submit the completed form directly to PTSB by email to wyoptsb@wyo.gov or mail the original form to 2001 Capitol Avenue, Emerson Building, Room #128, Cheyenne, WY 82002.

The above applicant is applying for a Wyoming Standard Educator License or endorsement. Please complete the information below to verify the state-approved professional education program(s) completed by this applicant at your institution.

1	<p>Early Childhood Program Completion Date _____</p> <input type="checkbox"/> Early Childhood, Birth to Age 8 (or grade 3) <input type="checkbox"/> Preschool, Birth to Age 5 (excluding Kindergarten) <input type="checkbox"/> Early Childhood Special Education, Birth to Age 5	<p>Special Education Program Completion Date _____</p> <input type="checkbox"/> Generalist Grade Level(s) _____ <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Cognitive Disabilities <input type="checkbox"/> Visual Disabilities <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Hearing Disabilities <input type="checkbox"/> Emotional Disabilities
	<p>Elementary Program Completion Date _____</p> <input type="checkbox"/> Elementary K-6 <input type="checkbox"/> Elementary & Middle 5-8 Please note that Wyoming does not offer a K-8 endorsement. Applicants who completed a K-8 program may be eligible for a 5-8 endorsement if <u>ALL</u> the following conditions are met: 1. The program was completed after 2002 2. The applicant completed methods coursework in all four middle-level core content areas 3. The applicant completed student teaching at the middle level 4. The applicant is eligible for single-subject content endorsement(s) in your state If all of the above requirements were met by the program, mark K-6 and 5-8; otherwise, mark Elementary K-6 only.	<p>K-6/K-12 Program Completion Date _____</p> <input type="checkbox"/> _____ Grade Level(s) _____ Endorsement area(s) _____
	<p>Middle/Secondary Program Completion Date _____</p> <input type="checkbox"/> Middle School 5-8 Endorsement area(s) _____ <i>Content areas must be specified; General Middle School is not offered.</i> <input type="checkbox"/> Secondary 6-12 Endorsement area(s) _____ <i>Science 6-12 areas must be specified.</i>	<p>School Administrator Program Completion Date _____</p> <input type="checkbox"/> District Superintendent Grade Level(s) _____ <input type="checkbox"/> School Principal <input type="checkbox"/> Program Director/Coordinator/Supervisor
		<p>Related Services Program Completion Date _____</p> <input type="checkbox"/> School Psychologist <input type="checkbox"/> School Counselor <input type="checkbox"/> School Social Worker

2 Has the applicant met all state requirements to be eligible for licensure in the above-listed endorsement area(s) in your state? Yes No
 If you answered NO, **do not sign this form**; return it to the applicant with a detailed explanation.

3 Is a test required for program completers to receive an Institutional Recommendation? Yes No Name of test: _____ Score required: _____
 Date taken: _____ Score received: _____

4 If you know of any reason this applicant should not teach in Wyoming schools, please send a separate statement to: wyoptsb@wyo.gov.

If the applicant is not eligible for an Institutional Recommendation OR you are not a representative of an institution of higher education, please **do not sign this form**. Representatives of Alternative Route Certification Programs must attach a detailed letter explaining their organization’s program requirements.

5 Printed Name: _____
 Title: _____ Ph: _____
 College: _____ State: _____
 Regionally accredited by: _____
 Signature: _____ Date: _____
 Only the signature of a Dean of the College, Certification Officer, or designee can be accepted.

PLACE COLLEGE SEAL HERE
 (Application cannot be processed without the seal)

VERIFICATION OF REQUESTED OFFICIAL TRANSCRIPTS

For more information on submitting transcripts please visit:
<http://wyomingptsb.com/licensure/becoming-licensed/official-transcripts/>
*Transcripts are required from **ALL** institutions attended.*

Applicant's Legal Name (Required)			
Mailing Address			
Street:	City:	State:	Zip:
Telephone No.		E-Mail Address	
Primary:	Work:		

ATTENTION: If you were enrolled under a different name (first or last) while attending any of the colleges or universities listed below, make sure to indicate it below or the application process will be delayed.

Official Electronic Transcripts:

- Electronic transcript must be sent to PTSB directly from the college/university. Please have electronic transcripts emailed to ptsbtranscripts@wyo.gov.

Official Hard Copy Paper Transcripts:

- Official hard copy paper transcripts must be included with your paper application.

NOTE: If you submit official hard copy transcripts separate from your application packet or transcripts from ALL institutions attended are not received, your application will be considered incomplete, delaying the application process.

Date Requested	Hard Copy Included	Electronic	College/University Name	Name while Attending
<i>EX: 01/01/2017</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>University of Wyoming</i>	<i>Mickey Mouse</i>
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
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