



# Wyoming Standard Educator License

## Add Endorsement – Institutional Teacher

Application Packet

Fees	
<b>Add Endorsement Institutional/Private Residential Facility Teacher</b> <i>Note: If adding this endorsement at the time of initial licensure or at renewal, there is no cost to add this endorsement.</i>	\$100

# **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](mailto: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](mailto: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

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		
<b>Please verify the following information:</b>							
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*

<b>1</b>	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.) <b>suspended, revoked, voided, canceled, denied, rescinded, rejected, and/or otherwise taken away</b> in Wyoming, any other state, or elsewhere?
<b>2</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any <b>action or investigation pending</b> against a license, permit, or certificate held by you from ANY professional licensing authority in Wyoming, any other state, or elsewhere?
<b>3</b>	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 <b>because of allegations of misconduct</b> , or is any such action pending?  <b>IMPORTANT:</b> This includes discipline for failure or refusal to fulfill an employment contract.
<b>4</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been <b>investigated, arrested, taken into custody, cited, charged, indicted, tried, pleaded guilty to, or convicted of</b> 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.  <b>IMPORTANT:</b> 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.
<b>5</b>	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 2
- 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. ADDITIONAL STANDARD LICENSE ENDORSEMENTS *continued* [if applicable]

This section ONLY APPLIES IF AN ADDITIONAL ENDORSEMENT AREA IS BEING ADDED to a Wyoming Standard Educator License.

#### I would like to add an endorsement for an Institutional/Private Residential Facility Teacher

An endorsement as an Institutional/Private Residential Facility Teacher has the same validity dates of the license to which it is added. An individual who holds this endorsement is eligible to teach in any content area, at any grade level at an approved private facility.

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

- Currently holds a valid Wyoming Standard Educator License.
- Verification of Employment (see page 6) by a Wyoming Institutional/Private School Facility
- Professional Development Plan to verify your knowledge, skills, and competencies in this endorsement. Please list out what specific activities you plan to complete within the renewal period to strengthen your compliance to the standards, with the goal of becoming an expert working in your facility.

# VERIFICATION OF EMPLOYMENT

## (For Institutional/Private Residential Facility Teacher)

### Applicant Information

<b>Applicant's Legal Name (Required)</b>			
<b>Mailing Address</b>			
Street:	City:	State:	Zip:
<b>Telephone No.</b>		<b>Email Address</b>	
Primary:	Work:		

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### This Section to Be Completed by the Employer

**To the Employer:** The above applicant is applying to the Wyoming Professional Teaching Standards Board for an endorsement to teach in one of the scenarios below, and as a requirement for approval, proof of present employment must be verified. Please complete this section and return this form to the applicant.

Please check the type of position the applicant holds:

Institutional/Private Residential Facility Teacher

**By signing below, the authorized district representative verifies that this applicant is currently employed in Wyoming as indicated above within the school district or institution listed.**

### Authorized Signature

<b>Printed Name</b>		<b>Title</b>	
<b>Company Name or School District (Include District No.)</b>		<b>Telephone No.</b>	
<b>Mailing Address</b>			
Street:	City:	State:	Zip:
I affirm that the information provided on this Verification of Employment is true and accurate to the best of my knowledge.			
<b>Signature</b>			<b>Date</b>