



Professional Teaching Standards Board

Application Instructions

Tips for Applicants

- Before completing your application, ***read all instructions carefully.***
- 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.
- PTSB would like for you to email or fax your application to us.
- Application processing times vary throughout the year and depend upon whether an applicant is required to submit fingerprints 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 Process

Step 1 — Complete the Wyoming PTSB Application Form

- **Section I – APPLICANT 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 — Complete fingerprint cards *[if applicable]*

- Applicants must provide fingerprints on **two (2) original blue (FBI) fingerprint cards** regardless of how recent fingerprints were taken in another state or for any other purpose. ***Note: If you currently hold a valid Wyoming license or permit through PTSB, you **do not** need to submit new fingerprint cards.***
- Applicants may obtain fingerprint cards and be fingerprinted by any law enforcement agency.
 - If the local law enforcement agency will not provide two (2) blue (FBI) fingerprint cards, applicants may email PTSB at wyoptsb@wyo.gov with applicant's name and mailing address to request cards.
- Please mail your fingerprint cards to us. DO NOT scan and email/fax your fingerprint cards.
- **BEFORE submitting your fingerprint cards, be aware of the following conditions:**
 - Fingerprint cards **MUST** be completed in black ink only.
 - Fingerprint cards **MUST NOT** be folded, stapled, or mutilated in any way.
 - Fingerprint cards **MUST NOT** contain any smudged or unreadable prints.

Applicants who submit fingerprint cards not adhering to the above conditions **may be requested by the Wyoming Division of Criminal Investigation to send in a second set of fingerprint cards, delaying their application.**

Complete the following fields on BOTH of the BLUE (FBI) fingerprint cards:	
Left Side	Applicant completes: Signature of Person Fingerprinted and Residence of Person Fingerprinted Official completes: Date and Signature of Official taking the Fingerprints
Middle Column	Applicant completes: Last Name, First Name, Middle Name (top of card), Aliases (if applicable), Citizenship, Social Security Number
Right side	Applicant completes: Sex, Race, Height, Weight, Eyes, Hair, Date of Birth, Place of Birth

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Step 3 – Demonstrate U.S. and Wyoming Constitution knowledge *[if applicable]*

- If you currently hold or have ever held a license or permit through PTSB, you do not need to demonstrate knowledge of the U.S. and Wyoming Constitutions again.
- Applicants are required to demonstrate knowledge of both the U.S. and Wyoming Constitutions either through an exam or college course(s). Course(s) must be passed with a grade of a “C” or better.
- If you have not completed a college course(s) to meet the U.S. and Wyoming Constitution requirements, you may demonstrate knowledge through an exam with a passing score. Exam(s) may be online. Please email wyoptsb@wyo.gov to request the exam links.
- U.S. and Wyoming Constitution **Study Guides are available at:** <http://wyomingptsb.com/licensure/us-and-wyoming-constitution/>
- Complete the **Verification of Constitution Knowledge** form and include exam results or an official transcript indicating course(s) that meet these requirements with your complete application packet.

Step 4 – Payment

- Fee amounts are listed on each individual application packet. Please note that if you do not currently hold a valid license or permit through PTSB, be sure to expect the \$50 fingerprint processing fee to be added to your application fee.
- **All fees are non-refundable.**
- The fees may be paid by personal checks, money orders, cashier’s check, and credit card.
 - If you would like to pay with 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.
 - 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

Step 7 – Submit your complete application packet to PTSB

- Your **complete** application packet can be submitted by:
 - Email: please sent to wyoptsb@wyo.gov
 - Fax: 307-777-8718
 - Mail: Professional Teaching Standards Board
2001 Capitol Ave.
Emerson Bldg. Room 128
Cheyenne, WY 82002
- **DO NOT FAX/EMAIL FINGERPRINT CARDS. Please send fingerprint cards to PTSB by mail only.**

Step 8 – Monitor application status

- You may check the status of your application at any time by logging in to the PTSB website at <http://wyomingptsb.com>.

How to check your status:

Step 1: Login to your account. If you do not already have an account, you will need to click “register now” and create an account.



Step 2: Select "Educator Section: Click Here"

[District Section: Click Here](#)

[Educator Section: Click Here](#)

[Workshop Facilitator Section: Click Here](#)

Step 3: Select "View Report of your Licensing Information"

- [View Report of your Licensing Information](#)
- [Edit Your Profile](#)

Step 4: Underneath the applicant information section you will see the following:

Most Current Application Received Date: Oct 07, 2014
Archive Date: **Licensure Status:** Issued

- **Estimated processing times:**

Fingerprints	During the School Year	During the Summer Months
NOT REQUIRED	Two-to-four weeks	Four-to-six weeks
REQUIRED	Six-to-eight weeks	Eight-to-twelve weeks

These processing times are just estimates; they can be shorter or longer depending on each individual situation.

Help Us Avoid Processing Delays

Our goal is to process your application and issue your license or permit 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 items are not received within the 30 Days, your application may be canceled and your fee may be forfeited.