



# Wyoming Educator Permit

## COVID-19 Exception Authorization

### Application Packet

**Attention** - Applicants who are granted an COVID-19 Exception Authorization will be responsible for following through with all the requirements. The COVID-19 Exception Authorization is for applicants who were unable to complete requirements to meet initial licensure, renewal, or reinstatement requirements due to the novel coronavirus (COVID-19) pandemic. This Exception Authorization is valid for two (2) years and it not renewable or extendable.

Fees	
COVID-19 Exception Authorization	\$100
Fingerprint Processing	\$50

*Note: If you have a current PTSB permit or license, you do not have to submit fingerprint cards or pay the fingerprint fee.*

#### Help Us Avoid Processing Delays

Our goal is to process your application and issue your Educator 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 item(s) are not received within the 30 days, your application may be canceled and your fee may be forfeited.



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 2*

<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suspended, revoked, voided, canceled, denied, rescinded, rejected, and/or otherwise taken away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 2 AND 3 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 3
- 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 Name (Printed/Typed)** \_\_\_\_\_ **Date** \_\_\_\_\_

### III. INDIVIDUAL EXCEPTION AUTHORIZATION REQUIREMENTS

#### COVID-19 EXCEPTION AUTHORIZATION

This type of Exception Authorization is for applicants who were unable to complete the requirements to meet initial licensure, renewal, or reinstatement requirements due to the novel coronavirus (COVID-19) pandemic.

***An Exception Authorization under these circumstances is valid for two-years and is non-renewable.  
NO extensions will be granted.***

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

- Written narrative outlining how the COVID-19 pandemic interfered with the completion of licensure, renewal, or reinstatement requirements. The narrative shall include:
- What requirement(s) that were not met.
  - The reason(s) why the COVID-19 pandemic interfered with, or influenced, the completion of the requirements.
  - A plan and projected timeline for completion for the requirements.

# VERIFICATION OF CONSTITUTION KNOWLEDGE

Wyoming State Statute requires applicants to demonstrate knowledge of **BOTH** the **U.S. and Wyoming Constitutions** by college coursework or exam. Applicants who are reinstating a Wyoming license or permit have already met this requirement.

*If you have already completed this requirement with PTSB, please disregard this page.*

## Applicant Information

<b>Applicant's Legal Name (Required)</b>			
<b>Mailing Address</b>			
Street:	City:	State:	Zip:

### Demonstration of Knowledge through College Coursework

- Applicants demonstrating knowledge through college coursework must have a passing score of a "C" or better.
  - Coursework for the U.S. Constitution requirement must cover U.S. history prior to 1865 and include the study of the U.S. Constitution. Political Science courses may be counted if they covered the Constitution.
  - Coursework for the Wyoming Constitution requirement must cover Wyoming history and the Wyoming Constitution.

**Please list the college coursework you have taken to meet these requirements below:**

Course Prefix & Number	Course Title	Institution Where Credit was Earned	Final Grade	Year Course Completed
U.S.				
WY				

### Demonstration of Knowledge through Exam

- Applicants demonstrating knowledge through an exam must receive a passing score of 75% or better.
- Exams can be taken online. You must request the exam be sent to you via email. Please email PTSB at [wyoptsb@wyo.gov](mailto:wyoptsb@wyo.gov) to request exams.
- The exams are auto-graded and go directly to PTSB.
- Study guides for both exams are available online at <http://wyomingptsb.com/licensure/us-and-wyoming-constitution>.

\*PTSB will verify exam scores upon receiving your application\*

Date Exam was Completed	Exam Scores	
	U.S. Constitution _____	Wyoming Constitution _____