

Wyoming Educator Renewal

Permit Renewal

Application Packet

Fees			
Substitute Teacher Permit Renewal (5 yr.)	\$75		
Head Coach Permit Renewal (5 yr.)	\$75		
Assistant Coach Permit Renewal (5 yr.)	\$75		
School Nurse Permit Renewal (5 yr.)	\$75		
Professional, Industry, & Career (PIC) Permit Renewal (5 yr.)	\$125		
Native Language Permit Renewal (2 yr.)	\$50		
Educational Sign Language Interpreter Permit Renewal (5 yr.)	\$75		
Driver's Education Permit Renewal (5 yr.)	\$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.
 - o 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
 - o 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)
 - o 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 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 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	e (Required) Legal First Name (Required) MI			M	Maiden / Other Name		
		Address				•	Date of	of Birth
Mailing Add	dress:							
City:		State) :		Zip Code:		Gender ((Optional)
							☐ Male	☐ Female
E-Mail Add	ress:			Phone:				
				Primary:		Work:		
Ethnicity (Optional)	Ang	erican Indian or Alaska Native glo, Caucasian, White, not of Hispanic origin an, Japanese, Chinese, Vietnamese, Korean, Filipino	0	Hispan		not of Hispanic orig n, Puerto Rican, Lat Pacific Islander		rican
Please ve	erify the f	ollowing information:						
Yes 🗌	No 🗆	Are you legally eligible to work in the Uni	ited State	es?				
Yes 🗌	No 🗌	Are you a military service member as def	fined in V	V.S. 33-1-116(a)(ii)?			
Yes 🗌	No 🗌	Are you the spouse of a military service r	member	as defined in W.S	S. 33-1-117(a)(v)	?		
Yes 🗌	No 🗆	Are you currently employed as an educa District and School: Subject(s) and Grade Level(s) (if applica				lministrator, Rela	nted Services, or	Coach)

II. LICENSING AND LEGAL INFORMATION



<u>IMPORTANT:</u> Failure to answer any of the licensing and legal questions in a truthful and <u>complete</u> 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	No	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	No	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	No	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	No	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. DUl's or careless driving tickets stemming from a DUI are NOT considered minor traffic violations and must be reported.			
5	Yes	No	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?			
BEFO	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)					
l attes	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.						
Appli	Applicant Signature (Printed/Typed)Date					

III. INDIVIDUAL RENEWAL REQUIREMENTS

Please indicate which type of permit renewal you are applying for by checking the appropriate boxes and providing all information required in the corresponding section.

I am applying to renew my Wyoming Educator Permit				
The renewal period of permits is for fi	ve (5) years unless otherwise stated below:			
SUBSTITUTE TEACHER	EDUCATIONAL SIGN LANGUAGE INTERPRETER			
Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file. A minimum of two (2) renewal credits has been met by: Official College Transcript PTSB-approved workshop credits	Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file. A minimum of five (5) renewal credits has been met by: Official College Transcript PTSB-approved workshop credits			
SCHOOL NURSE/SUBSTITUTE NURSE	HEAD COACH			
Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.	Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.			
Copy of current, valid Wyoming RN license	Copies of current, valid (front & back) of 1st Aid/CPR cards to include hands-on training			
A minimum of five (5) renewal credits has been met by:	A minimum of two (2) renewal credits has been met by:			
Official College Transcript PTSB-approved workshop credits	☐ Official College Transcript ☐ PTSB-approved workshop credits			
☐ NATIVE LANGUAGE - Two (2) year renewal	DRIVER'S EDUCATION			
Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.	Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.			
Written approval from the Tribal Council Committee	☐ Copy of current, valid Wyoming driver's license			
☐ Verification of Employment form (page 5) in a Native Language	A minimum of five (5) renewal credits has been met by:			
teaching position from the school district which has employed you.	☐ Official College Transcript ☐ PTSB-approved workshop credits			
PROFESSIONAL, INDUSTRY, & CAREERS (PIC)	ASSISTANT COACH			
Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.	Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for each requirement MUST be attached if not currently on file.			
Copy of each valid professional license if required by state or by federal statutes for the occupational specialty	Copies of current, valid (front & back) of 1st Aid/CPR cards to include hands-on training			
Progress Report of Plan for Continued Professional Advancement that was submitted for the initial permit	NOTICE: This permit is no longer offered. Any individual holding this permit will be moved to PTSB's Coaching Permit. PTSB staff will send notifications of the changes and send a new digital certificate with additional information			
A minimum of five (5) renewal credits has been met by:	pertaining to the changes that have been made.			
☐ Official College Transcript ☐ PTSB-approved workshop credits				

VERIFICATION OF EMPLOYMENT (For Native Language Teachers Only)

Applicant's Legal Name	e (Required)			
Mailing Address				
Street:		City:	State:	Zip:
Telephone No.		Email A	ddress	
Primary:	Work:			
the Employer: The a	Be Completed by t	· · · · · · · · · · · · · · · · · · ·		
.ch in one of the scena	arios below, and as a requiremer	nt for approval, proof of present	employment must be ver	ified. Please
mplete this section and	d return this form to the applicant		employment maet 20 ver	
•	d return this form to the applican position the applicant holds:			
•	position the applicant holds:			
ease check the type of Native Lang y signing belo poplicant is cur chool district	position the applicant holds: guage Teacher ow, the authorized rrently employed in or institution listed	district representa n Wyoming as indic	itive verifies tha	at this
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Asse check the type of Native Lang Signing belopplicant is curticated Name	position the applicant holds: guage Teacher ow, the authorized rrently employed in or institution listed	district representa n Wyoming as indic	itive verifies tha cated above wit	at this hin the
Asse check the type of Native Lang Y signing belopplicant is cur Chool district Athorized Signa Printed Name	position the applicant holds: guage Teacher ow, the authorized rrently employed in or institution listed ture	district representa n Wyoming as indic	ative verifies that cated above wit	at this hin the
ease check the type of Native Lang y signing belopplicant is cur chool district uthorized Signa Printed Name	position the applicant holds: guage Teacher ow, the authorized rrently employed in or institution listed ture	district representa n Wyoming as indic	ative verifies that cated above wit	at this hin the

Date

I affirm that the information provided on this Verification of Employment is true and accurate to the best of my knowledge.

Signature

VERIFICATION OF REQUESTED OFFICIAL TRANSCRIPTS

Applicant's Legal Name (Require	d)				
Mailing Address					
Mailing Address					
Street:		City:	State:	Zip:	
		·			
Telephone No.		E-Mail Ad	ddress		
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 transcripts 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 sent to PTSB.

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 Requested	College/University Name	Maiden/Other Names While Attending
EX: 01/01/2017		\boxtimes	University of Wyoming	Mickey Mouse