

VERIFICATION OF EMPLOYMENT, CUSTOMARY SEARCH, AND APPLICANT SUPERVISION FORM

Exception Authorization Options 1-7

Applicant Instructions: Please complete the Applicant Information below only. Then please send the form to your employer to complete the Employer Section below. Once this form has been completed it can be uploaded to our portal for our review.

Applicant Information

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

Employer Section

Employer Instructions: This Section to be completed by the District Superintendent or HR Administrator. The above applicant is applying to the Wyoming Professional Teaching Standards Board for an Exception Authorization. As a requirement for approval, proof of present employment, customary search, and applicant supervision must be verified. Please complete this section and return this form to the applicant.

Verification of Present Employment for Position Hired

Applicant Hire Date	Position Hired for Including Grade Levels

By signing below, you hereby verify that a customary search has been conducted and no properly licensed and qualified educator is available, that the applicant will be supervised by a fully licensed educator; and that the district accepts responsibility for ensuring the applicant completes all requirements and becomes eligible for full licensure per PTSB Rules and Regulations Chapter 5, which can be located on our website.

Authorized Signature

Printed Name	Title		
Company Name or School District (Include District No.)	Telephone No.		
Mailing Address			
Street:	City:	State:	Zip:
Printed Name of PTSB-Licensed Educator Assigned to Supervise the EA Applicant			
I affirm that the information provided on this Verification of Employment is true and accurate to the best of my knowledge.			
Signature		Date	