

Instructions for Online License Renewal

Welcome to online license renewal. Because the online renewal site is used by many different state boards, the process can sometimes seem confusing. These instructions should help minimize confusion as you complete and submit your application for PTSB license renewal.

Step one

Before you are taken to the State's license renewal site, you will stop at the Online Renewal page (<http://wyomingptsb.com/my-account/renew-online>). This intermediate step is to insure that users have a printed copy of these instructions available. **Once the instructions are printed out**, you can click on the red RENEW button to be taken to the online renewal site hosted by the State of Wyoming.

If you currently hold a PTSB license or permit that is up for renewal, you may be able to renew online. If you do not meet the online renewal requirements, then you will need to download a paper application, fill it out, and send it in to our office.

Online Renewal Information

Please carefully read all instructions for online renewal *BEFORE* you begin

It is important to note that the online renewal site is NOT hosted by PTSB. Online Renewal is hosted by the State of Wyoming as PTSB is one of many state agencies that use the renewal site to allow applicants to renew a variety of professional licenses online. Therefore, to insure that your renewal process is executed as quickly and efficiently as possible, it is **HIGHLY RECOMMENDED** that you **PRINT OUT INSTRUCTIONS** to have available as you navigate the online renewal process.



Renew ▶

RENEW ONLINE

If you would like to RENEW a license or permit, please click here.

If you have not registered for a PTSB Online Account, please click here to register. You will be taken to the Wyoming Online Services website.

If you want to check your PTSB online account information, please click here to LOGIN and view or update your information.

For problems logging in or if you forgot your username or password, please contact Tech Support at 307-777-7400.

After you have the instructions downloaded and printed for your reference, click the red RENEW button in the upper right corner of the page.

Wyoming Professional Teaching Standards Board

Home Applications Licensure Education Resources Professional Development FAQ/Help

Welcome to PTSB Online License/Permit Renewal

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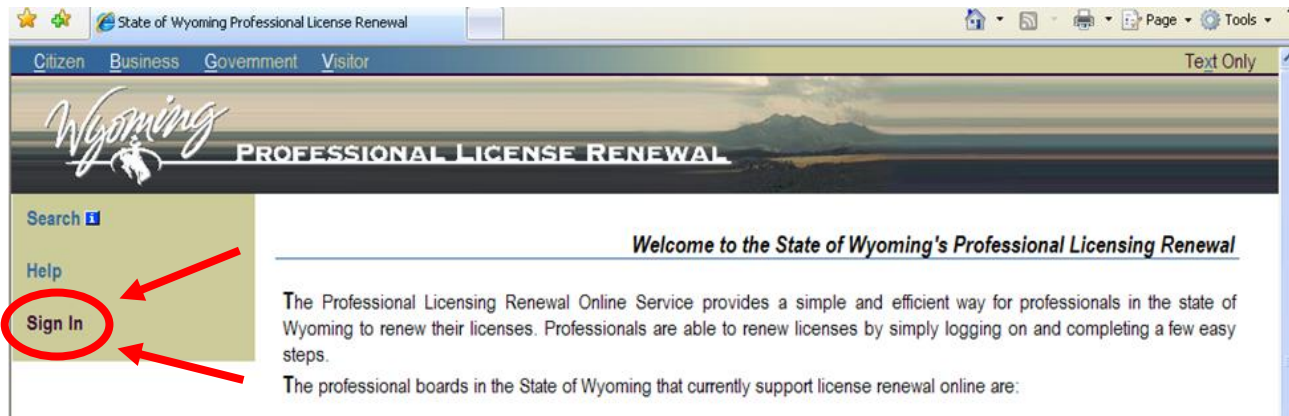
Renew ▶

RENEW ONLINE

If you would like to RENEW a license or permit, please click here.

Step two

You must sign in to the State's license renewal site. Click the **Sign In** link on the home page.

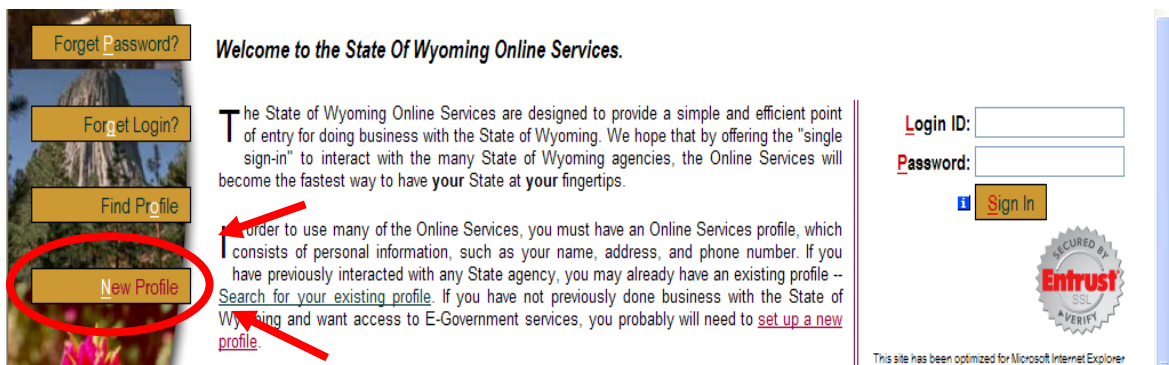


Step Three

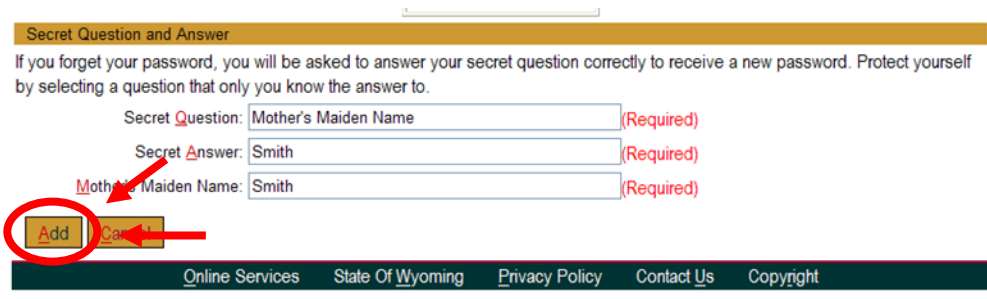
After clicking on the **Sign In** link, you will need to create a new user profile on the state's site or you will need to log into the site if you have previously created a state user profile (if you have logged into the PTSB website to check your credits, you have already done this and have an existing profile).

To create a new user profile:

Click on the **New Profile** button. **DO NOT USE YOUR SOCIAL SECURITY AS A LOGIN ID!**



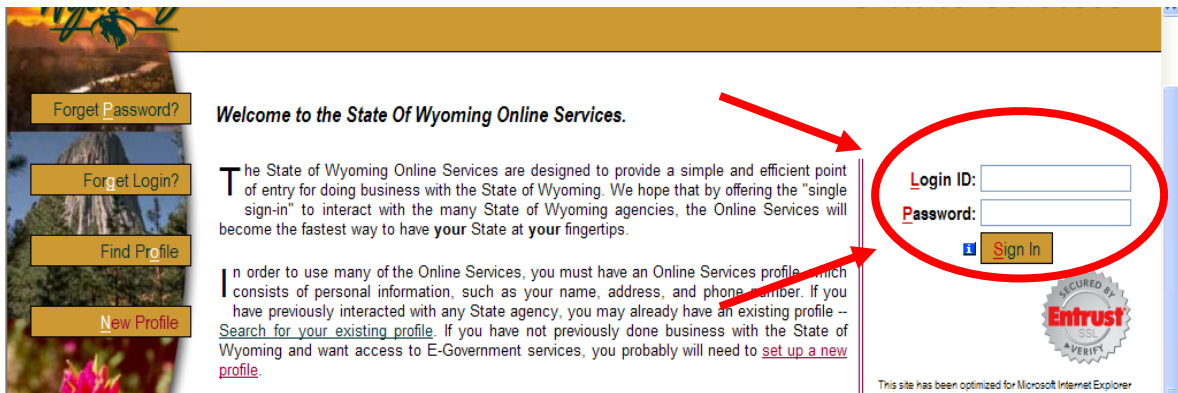
Now fill in your information on the new user profile form and click the **Add** button at the bottom of the page. **IMPORTANT: YOU MUST INCLUDE YOUR SOCIAL SECURITY NUMBER ON THIS FORM BUT DO NOT USE YOUR SOCIAL SECURITY AS A LOG IN ID!**



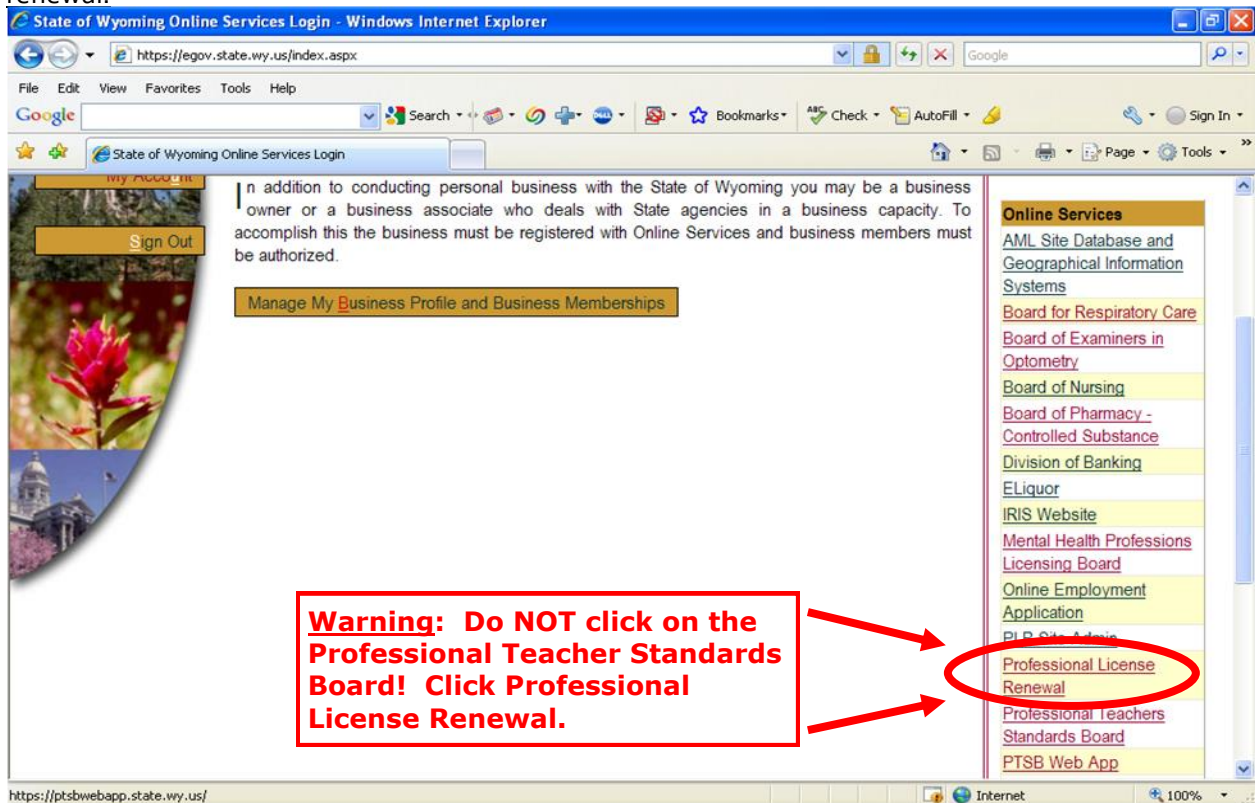
Once you have created your state profile, you will be returned to the online renewal page. Proceed to Step Four.

To login as an existing user:

To log into the state's site, use the existing login ID and password you established when you created your new user profile. Enter the Login ID and Password and click the **Sign In** button. (Note: if you already have a state user profile and are unable to log in, please contact the state's user customer support line at **(307) 777-7400**).



If you should find yourself on the page below, simply scroll down the list of Available Online Services, located on the right hand side of the page, and select **Professional License Renewal** to get back to the online renewal page. Remember to select "Professional License Renewal" and NOT the "Professional Teachers Standards Board," as this link will send you back to our website rather than back to online renewal.



Step Four

Once you have successfully created a user profile and/or logged into the state's site, you will need to register to renew your license. Click on the link that says: **I want to REGISTER to renew professional licenses online.** (You may need to scroll down to find the link.)

and paying your renewal fees.

Once the process is complete, you will be directed to either print your receipt or you will be advised that you will receive a receipt from your professional licensing board.

For assistance at any time in the renewal process, click the Help link located at the bottom of the left-hand side of your screen.

Please select from the following options:

- [I want to REGISTER to renew professional licenses online.](#)
- [I want to RENEW a professional license.](#)
- [I want to VIEW my online renewal history.](#)

Now select the **Professional Teaching Standards Board** from the dropdown menu and click **Register**. If Professional Teaching Standards Board does not appear in the dropdown, then that means you have already registered with us and can move on to the next step.

Individual || [Redacted]

Operating as: [Redacted]

[Register For Access](#)

[Renewal History](#)

[Search](#)

[Help](#)

[Sign Out](#)

Board Registration

This page allows you to register for Online Renewal with any board for which you already have a license. Each registration request is checked against the specific board's database to verify that you are already associated with the board.

You CAN NOT use this form to create a relationship with any board.

Board: [Board for Respiratory Care](#) | [Register](#)

- Board for Respiratory Care
- Board of Architects and Landscape Architects
- Board of Certified Public Accountants
- Board of Examiners in Optometry
- Board of Physical Therapy
- Board of Veterinary Medicine
- Mental Health Professions Licensing Board
- Professional Teaching Standards Board**
- Wyoming Controlled Substance Registration

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This site is best viewed with a screen resolution of 1024 x 768 or greater.

Under the License column, click on the license you are renewing.

license during the current renewal period, or if the current date does not fall within the renewal period for that license.

Fees for each renewal vary. The total fee to renew the selected license will be displayed before you check out.

Board	License	Instructions
Professional Teachers Standards Board	Substitute	

Step Five

Now you can proceed with your online renewal application. Fill out the Prequalification Questionnaire (every question must be answered) and click **Continue**.

Prequalification Questions

1. Has any state(s) revoked, suspended, restricted, conditioned, refused to renew, or otherwise disciplined any professional license held by you? Yes No
2. Have you ever voluntarily surrendered any professional license or allowed any professional license held by you to lapse or expire? Yes No
3. Have you ever resigned a teaching position at the request of your employer or while you were under investigation by your employer? Yes No
4. Have you ever been investigated, or are you currently being investigated, for an alleged violation of any state licensing or other regulatory provision, rule or law? Yes No
5. Have you been convicted of any felony committed after July 1, 1996? Yes No
6. Have you ever been convicted of any violation of criminal law, excluding minor traffic offenses? (Driving under the influence convictions are NOT minor traffic offenses and must be reported.) Yes No
7. Are you legally eligible to work in the United States? Yes No
8. Do you have any credits that are NOT PTSB-approved workshop credits, requiring Official Transcripts? Yes No
9. Are you applying for Head or Assistant Coach requiring Front and Back copies of 1st Aid/CPR cards? Yes No
10. Do you have any additional documents or endorsements that are needed for your renewal? Yes No

Cancel **Continue**

Answer these questions and click here.

If you get the following message after answering all of the prequalification questions, please contact PTSB by calling (800) 675-6893.

Wyoming PROFESSIONAL LICENSE RENEWAL

Prequalification Questions

1. Has any state(s) revoked, suspended, restricted, conditioned, refused to renew, or otherwise disciplined any professional license held by you? Yes No
2. Have you ever voluntarily surrendered any professional license or allowed any professional license held by you to lapse or expire? Yes No
3. Have you ever resigned a teaching position at the request of your employer or while you were under investigation by your employer? Yes No
4. Have you ever been investigated, or are you currently being investigated, for an alleged violation of any state licensing or other regulatory provision, rule or law? Yes No
5. Have you been convicted of any felony committed after July 1, 1996? Yes No
6. Have you ever been convicted of any violation of criminal law, excluding minor traffic offenses? (Driving under the influence convictions are NOT minor traffic offenses and must be reported.) Yes No

Windows Internet Explorer

Sorry, circumstances do not allow for online renewal of your license.

OK

Step Six

Make any necessary updates and/or changes to the personal information page and click **Proceed to Payment**.

9. Social Security No.	<input type="text"/>
10. Last Name	<input type="text"/>
11. First Name	<input type="text"/>
12. Middle Name	<input type="text"/>
13. Maiden / Other Name	<input type="text"/>
14. Mailing Address	<input type="text" value="1235 Phantom Street"/>
15. City	<input type="text" value="Cheyenne"/>
16. State	<input type="text" value="WY"/>
17. Zip	<input type="text" value="82007"/>
18. Email Address	<input type="text"/>
19. Home Phone	<input type="text"/>
20. Work Phone	<input type="text"/>
21. Birth Date	<input type="text"/>

This is the application, update your information

I certify under penalty of perjury that all information included in this application is true, correct, and complete. I understand that knowingly providing false information is grounds for denial or revocation of a license.

By submitting this form I acknowledge that I have read and understand all information submitted.

If you wish to finish or modify your application at a later time place it on hold. If the application is complete and awaiting payment, by you or by a business that you belong to, place it in the queue.

Click here to pay and complete renewal.

[Proceed to Payment](#) [Place in queue](#) [Place on hold](#) [Cancel](#)

Step Seven

Verify that the billing amount and license renewal type are correct and click **Continue**.

Item Purchase Review 7/14/2009

Board Information
Professional Teachers Standards Board(190002)

Purchaser Information
Purchaser: Your Name Here
Purchaser Type: Individual
Contact E-Mail:

Item Details

Description	Quantity	Cost Per Item	Cost
Your Name Here Substitute	1	\$50.00	\$50.00
Convenience			\$0.00
Total Cost:			\$50.00

All fees are non-refundable

Click continue to pay.

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This site is best viewed with a screen resolution of 1024 x 768 or greater.



State of Wyoming's Professional Licensing Renewal

You will now be redirected to Elavon for payment processing. Please click the Proceed button below, or click Cancel if you wish to pay later.

Click on Proceed to continue onto the payment form

All fees are non-refundable

Step Eight

Enter the following information and click on the **Process** button to complete your online renewal. **IMPORTANT NOTE:** Please do not use the pass-wallet or master-pass button below as this feature is not set up to use.

STOP! PLEASE DO NOT USE OR CLICK ON THIS FEATURE TO PAY →

Start here by entering your credit card number here →

Select present from this drop down menu →

The 3 digit number on the back of the credit card →

If the billing address for the card is the same as your address above then select yes. if the address is different please enter the correct billing address. →

SALE

Order Section>

Payment Method

OR

Account Data: *

Expiration Date(MMY): *

Amount: *

CVV2 Indicator: *

CVV2: *

Billing Address>

First Name: *

Last name: *

Address1: *

City: *

State/Province: *

Postal Code: *

Address2:

Company:

Country:

Phone:

Email Address:

Shipping Address>

Same as billing Yes

Ship to Company:

Ship to First Name:

Ship to Last name:

Ship to Address1:

Ship to Address2:

Ship to City:

Ship to State/Province:

Ship to Postal Code:

The payment will take a moment to process. Once processed, you will see a receipt. Print the receipt for your records.

Congratulations!—you have successfully renewed your educator license. To see an instant update of your renewal, log into your PTSB website account and you should see your newly updated license.

Troubleshooting

When creating your password on the state's user site, you must meet all of the "rules" for a secure password. Notice the examples below. The example on the left does not meet all rules and will not be accepted. The example on the right has met the security requirements, as indicated by the green checkmarks in front of each requirement.

NO

Username and Password

Password Rules Status below as you type in your new password.

Login ID: (Required)

Password: (Required) [View Password](#)

Re-enter Password: (Required)

Password Rules Status

Low Security	
✓	8 Characters
✗	1 Uppercase Letter
✓	1 Lowercase Letter
✓	1 Numeric Character
✗	No Repeating Letters

Question and Answer

YES

Username and Password

Password Rules Status below as you type in your new password.

Login ID: (Required)

Password: (Required) [View Password](#)

Re-enter Password: (Required)

Password Rules Status

Low Security	
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Question and Answer