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](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.

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

Warning: Do NOT click on the Professional Teacher Standards Board! Click Professional License 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.)

Now select the Professional Teaching Standards Board from the dropdown menu and click Register.

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

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

If you get the following message after answering all of the prequalification questions, please contact PTSB by calling (800) 675-6893.
Step Six
Make any necessary updates and/or changes to the personal information page and click **Proceed to Payment**.

This is the application, update your information

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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**.

Click continue to pay.

Click on Proceed to continue onto the payment form.
Step Eight
Enter the following information and click on the Process button to complete your online renewal.

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

YES