



Wyoming Professional Teaching Standards Board Facilitator's Request for Professional Development Credit

Directions

1. Submit the following documentation to PTSB to request PTSB Professional Development Credit:
 - Facilitator's Request for Professional Development Credit form
 - Statement of intended outcomes/objectives of the professional development workshop
 - Agenda, syllabus, and schedule of proposed workshop
 - Instructor qualifications (resume, vitae, or bio describing qualifications for this workshop)
2. Requests must be received by the PTSB at least 10 working days prior to the Start Date of the workshop.
3. Submit complete requests to PTSB via email to ptsbworkshoprequests@wyo.gov, via fax to 307.777.8718, or to the address below.

Facilitator Information

Facilitator's Name: _____
(The Facilitator is the person responsible for entering participant credit.)

Facilitator's Email Address: _____

Facilitator's Phone Number: _____

Facilitator's Mailing Address: _____
Street/PO Box City State Zip

Workshop Information

Workshop Title: _____

Workshop Location
(City & State): _____

Workshop Dates: Begin Date: _____ Number of meetings: _____
End Date: _____ Contact hours of each meeting: _____

Total Contact Hours: _____ Requested PTSB Professional Development Credits: _____

(Workshop must have at least seven contact hours; breaks, lunch and registration must be excluded; working lunches may be included.) 7 Contact hours = 0.5 credits

Facilitator Responsibilities

1. Within 10 working days of PTSB's receipt of a request, the Facilitator will be notified by email of the proposed workshop's approval status. The 1) approval form, 2) PTSB Participant Sign-in Sheet, and 3) the instructions for electronic submission of participant credits will be included in the email notification.
2. The Facilitator is responsible for tracking and verifying completion by individual participants and for ensuring that participants indicate their social security number or PTSB identification number on the Participant Sign-in Sheet.
3. Following completion of the approved workshops, Facilitators are responsible for electronic submission of participant lists within 10 working days of the End Date of the workshop.
4. The Facilitator is responsible for notifying the PTSB of any date changes or cancellations.