



Wyoming Professional Teaching Standards Board

Facilitator's Request for Virtual Education Professional Development Credit

Directions

- 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 (**must include information related to instructing students utilizing virtual education methods**)
 - Agenda, syllabus, and schedule of proposed workshop (or workshops)
 - Instructor qualifications (resume, vitae, or bio describing qualifications for this workshop)
- Qualifications for Virtual Education Professional Development:**
 - Teaching online content in a blended or virtual environment
 - Utilizing digital/online delivery platforms (LMS, etc.)
 - Developing or enhancing, or utilizing online/digital course content
 - Utilizing education technology tools (OER, etc.)****Provide a written narrative for review if you feel that your workshop qualifies, but does not fit within the listed areas. ****
- Requests must be received by the PTSB at least 10 working days prior to the Start Date of the workshop.
- Submit complete requests to PTSB via email to ptsbworkshoprequests@wyo.gov, or via fax to 307.777.8718.

Facilitator Information

Facilitator's Name:	_____			
	<i>(The Facilitator is the person responsible for entering participant credit.)</i>			
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: _____			
<i>(Workshop must have at least seven contact hours; breaks, lunch and registration must be excluded; working lunches may be included.)</i>				
<i>7 Contact hours = 0.5 credits</i>				

Facilitator Responsibilities

- The Facilitator is responsible for tracking and verifying completion by individual participants and for collecting individual's PTSB ID number or social security number.
- 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.
- The Facilitator is responsible for notifying the PTSB of any date changes or cancellations.