



PROFESSIONAL TEACHING STANDARDS BOARD

2001 Capitol Ave. Room #128
Cheyenne, Wyoming 82002

tel: 307.777.7291
toll free: 800.675.6893
fax: 307.777.8718
<http://wyomingptsb.com>

Directions

- Submit the following documentation to PTSB to request PTSB Professional Development Credit:
 - Individual Request for Professional Development Credit completed form
 - Copy of certificate of completion
 - This workshop was at least 7 contact hours (requests for less than 7 contact hours are not eligible for credit)
 - Attached typed response to each Individual Development Statement (no more than 1-page typed total)
 - What skills or knowledge did you improve by taking this workshop?
 - Explain your desired outcome from this workshop. How will it improve or change you, your students, or your classroom?
 - How does this workshop align with improving student achievement?
 - How have you applied or will you apply your new knowledge and skills to your profession?
- Requests must be received by PTSB within 30 days of workshop completion. *Effective September 1, 2012.*
- Submit complete requests to PTSB via email to ptsbworkshoprequests@wyo.gov, via fax to 307.777.8718, or to the address above.

Educator Information

Educators Name:	_____
PTSB ID#:	_____
Email Address:	_____
Phone Number:	_____
Mailing Address:	_____
	Street/PO Box City State Zip

Workshop Information

Workshop Title:	_____
Workshop Location (City & State):	_____
<input type="checkbox"/> Single Day Workshop:	Date: _____ Begin Time: _____ End Time: _____
OR	
<input type="checkbox"/> Multiple Day Workshop:	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 PTSB credit	

Educator Signature (Please type name)

Date