

Wyoming Administrative Rules

Teaching Standards Board, Professional

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Chapter 2: General Provisions for Educator Licenses, Endorsements, Permits, and Authorizations

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Chapter 2

GENERAL PROVISIONS FOR EDUCATOR LICENSES, ENDORSEMENTS, PERMITS, AND AUTHORIZATIONS

Section 1. General Provisions.

- (a) Applicants for an Educator License shall hold a bachelor's degree from an accredited institution of higher education (W.S. 21-2-802).
- (b) Educator Licenses, Permits, and Exception Authorizations shall indicate the grade/developmental level(s) and endorsement area(s) appropriate to the applicant's preparation, training, and experience.

Section 2. Application Requirements. An applicant shall submit a current, original, and complete Professional Teaching Standards Board (PTSB) application. The validity date on the applicant's License or Permit will be the date a complete application is received by the PTSB. Applicants missing documents in their application will be notified and will have 30 days from the date of notification to submit all required documents or risk cancellation of their application and the forfeiture of all fees. In addition to a properly completed, signed, and dated application, the following documentation is required, depending on the specific License, Permit(s), endorsement(s) or Exception Authorization(s) being sought.

- (a) Fingerprint Cards.
- (b) Institutional Recommendation. The institutional recommendation shall:
 - (i) be included with the application;
 - (ii) be signed by the designated official of the institution of higher education; and
 - (iii) bear the official seal of the institution.
- (c) Official Transcripts. Final official transcripts shall list all degrees awarded and coursework completed.
- (d) Proficiency Verification. All applicants shall present documentation of successful completion of a course that provides instruction in the Constitutions of the United States of America and the State of Wyoming or applicants shall take a PTSB administered examination on the U.S. and Wyoming Constitutions. A score of seventy-five percent (75%) or better on the test(s) is required (W.S. 21-7-304).
- (e) Fees. Fees are made payable to the "Professional Teaching Standards Board" or "PTSB." Fees are not refundable. The fees may be paid by personal check, money order, cashier's check, or credit card. The Fee Schedule is found in section 10 of this chapter.

(f) Test Results. For endorsement areas that require a test, the applicant shall submit verification that the applicant passed the requisite test.

(g) Other applicable documents as required.

Section 3. Late Hires. An incomplete application for an applicant who is a late hire will be accepted if the following criteria are met:

(a) The applicant submits a District Late Hire Documentation Verification Form (DLHDV) along with the incomplete application. This form will not be accepted prior to August 1st of any school year;

(b) The applicant meets all other application requirements as stated in Section 2 except those specifically stated in the DLHDV;

(c) If the applicant does not submit the required documentation listed on the DLHDV within 30 calendar days, the application may be cancelled and the applicant forfeits all fees; and

(d) If documentation is received within the specified time period, the validity date of the applicant's License will be the date the incomplete application, as defined in Chapter 21, Section 3 of these rules, was received by the PTSB.

Section 4. Lapsed License or Permit. A License or Permit that was not renewed prior to its expiration date shall be null and void. Applicants with a lapsed License may apply for reinstatement.

Section 5. License or Permit Reinstatement. In addition to meeting all the renewal requirements, reinstatement applicants shall meet all requirements for initial licensure in effect at the time the reinstatement application is received by the PTSB. Applicants seeking reinstatement may provide verification of full-time experience for at least three (3) out of the previous six (6) academic years while holding full licensure or certification from the same state, including Wyoming, for each endorsement area being sought. License or Permit types and Endorsements no longer issued by the PTSB will not be included upon reinstatement.

Section 6. Acceptance of Licenses from Other States through Reciprocity. Educator Licenses or certificates from other states are not directly transferrable to Wyoming. Applicants who are fully licensed in another state may qualify for Wyoming licensure by meeting the requirements in subsections (a) or (b) below.

(a) Program Completion. Out-of-state applicants may demonstrate having

met out-of-state licensure requirements that are substantially equivalent to Wyoming's requirements for educator preparation and training (see Chapter 1, Section 3). An out-of-state Educator License is substantially equivalent if its issuance required the applicant to complete:

(i) a state-approved traditional route program at an accredited institution of higher education; or

(ii) a state-approved alternative route program at an accredited institution of higher education that contains all the requisite components of a state-approved traditional route program at an accredited institution of higher education.

(b) **Experience Verification.** Out-of-state applicants may submit copies of valid, current and historical Educator License(s) and verification of full-time educator experience for at least three (3) out of the previous six (6) academic years, while holding full licensure or certification from the same state, for each endorsement area being sought. Educator experience obtained through student teaching, practicum, or internship shall not be accepted as experience verification.

(c) "Full" licensure is a qualifying license that is issued by the licensing state that is not a provisional, temporary, emergency, or other certification that is not recognized to be full licensure by the licensing state.

Section 7. National Board Certification. An individual who meets Wyoming application requirements and has received National Board Certification is eligible to receive Wyoming licensure at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's preparation, training, and experience.

Section 8. Professional Licensure of Related Service Personnel. Related services personnel may submit proof of full licensure in their profession that evidences the applicant met preparation requirements equivalent to the PTSB standards in Chapter 4, Section 4 issued pursuant to Wyoming law in lieu of the requirements in Chapter 2, Section 2 (b) and (c).

Section 9. Distance Education (Electronically Transmitted Courses). Courses delivered via distance education in K-12 public schools shall not require the presence of a licensed educator at the receiving site (W.S. 21-2-802(a)(ii)(C)).

Section 10. Fee Schedule. Services for which the Board charges a fee shall include, but not be limited to, the following fee schedule:

(a) Fingerprints Processing Fee for Initial License, Initial Permit, or License or Permit Reinstatement in addition to other fees listed \$ 50

(b) Initial License or License Reinstatement. Valid for five (5) years:

(i) In-State Program Completers (University of Wyoming) \$185

	(ii)	Out-of-State Completers	\$235
	(iii)	Reinstatement of a Standard License	\$250
(c)	Initial Permits:		
	(i)	Substitute Permit (5 year validity)	\$ 85
	(ii)	Lifetime Substitute Permit	\$110
	(iii)	Professional, Industry, & Career (PIC) (5 year validity)	\$135
	(iv)	Educational Sign Language Interpreter (5 year validity)	\$ 85
	(v)	Driver's Education (5 year validity)	\$ 85
	(vi)	Coach (5 year validity)	\$ 85
	(vii)	Transitional Coach (3 year validity, non-renewable)	\$150
	(viii)	PIC Coach (3 year validity)	\$150
	(ix)	Internship (2 year validity)	\$ 85
	(x)	Native Language (2 year validity)	\$ 85
	(xi)	Visiting Foreign Teacher (3 year validity)	\$150
	(xii)	Consultant Specialist (1 year validity)	\$110
	(xiii)	PIC Permit to Standard License Conversion	\$175
	(xiv)	Apprenticeship Permit (3 year validity)	\$ 85
(d)	License or Permit renewal. Validity dates match the length of original License or Permit:		
	(i)	License (Standard or Professional)	\$235
	(ii)	Substitute Permit	\$ 85
	(iii)	Professional, Industry, & Career (PIC)	\$135
	(iv)	Educational Sign Language Interpreter	\$ 85
	(v)	Driver's Education	\$ 85

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| (vi) | Coach | \$ 85 |
| (vii) | Native Language | \$ 85 |

(e) Exception Authorization (EA). Valid for one (1) year, unless otherwise noted. Renewable in one (1) year increments with conditions, unless otherwise noted. Initial Exception Authorizations and renewals, as allowed, subject to the same fees:

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| (i) | EA Option #1 (non-renewable) | \$110 |
| (ii) | EA Option #2 (renewable twice) | \$110 |
| (iii) | EA Option #3 (non-renewable) | \$110 |
| (iv) | EA Option #4 (2 year validity, non-renewable) | \$110 |
| (v) | EA Option #5 (renewable twice) | \$110 |
| (vi) | EA Option #7 (2 year validity, non-renewable) | \$110 |

(f) Adding an Endorsement to a License. Validity dates align with existing License:

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| (i) | Through Institutional Recommendation | \$ 85 |
| (ii) | Through Verification of Work History | \$ 85 |
| (iii) | Coaching (adding sports) | \$ 85 |
| (iv) | Alternative/Non-Traditional/At-Risk Youth Program | \$110 |
| (v) | Institutional/Private Residential Facility Teacher Program | \$110 |
| (vi) | Through Practicum to Expand Grade Levels | \$ 85 |
| (vii) | Through EA Option #4 via Testing | \$ 85 |
| (viii) | Through Verification of Specified Training | \$ 85 |

(g) Adding an Endorsement to a License through Demonstration of Competency (DOC):

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| (i) | DOC Pre-evaluation | \$110 |
| (ii) | DOC Add Endorsement (within 2 years of Pre- evaluation) | \$ 60 |

(iii)	DOC Add Endorsement (without Pre-evaluation)	\$110
(h)	Re-evaluation of Application to Add-Endorsement	\$ 35