Teaching Standards Board, Professional

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Chapter 5: Exception Authorizations (EA's)

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Chapter 5
EXCEPTION AUTHORIZATIONS (EAs)

Section 1. Exception Authorization (EA) Requirements. Applicants for an exception authorization shall verify employment in a Wyoming school district and verify that the teaching assignment matches the endorsement in which the EA is being sought. An exception authorization is issued for up to one (1) year only, except for (c) and (f), and is non-renewable for (a), (c), (d) and (f) below. To be eligible for an EA, applicants shall meet the eligibility requirements for the options below.

(a) Applicants who meet all requirements for a Wyoming standard educator license except submission of the required passing test score shall submit:

(i) a complete exception authorization application; and

(ii) verification of a degree in education.

(b) Applicants who are assigned to teach in an area in which they are not currently endorsed but are seeking full licensure in that same endorsement area shall submit:

(i) a complete exception authorization application;

(ii) verification of a bachelor's degree from an accredited institution of higher education;

(iii) proof of extensive training or experience related to the discipline in which licensure is being sought; and

(iv) a signed statement from the district superintendent verifying:

(A) a customary search has been conducted and no fully licensed and qualified educator is available;

(B) the applicant shall be supervised by a fully licensed educator; and

(C) the district accepts responsibility for ensuring the applicant completes all requirements and becomes eligible for full licensure.

(v) a second or third exception authorization may be issued with verification of the following:

(A) proof of substantial progress toward full licensure;

(B)　　a complete exception authorization application; and

(C)　　proof of continued employment in the same district in which the initial exception authorization was issued.

(c)　　Applicants who are assigned to teach outside of their endorsement area(s) due to unforeseen circumstances shall submit:

(i)　　current and valid Wyoming Educator license;

(ii)　　a complete exception authorization application;

(iii)　　a signed statement from the district superintendent verifying the assignment is due to unforeseen circumstances; a formal written explanation of the unforeseen circumstances shall be included along with verification of customary search;

(iv)　　applicants who pass a PTSB-approved exam have demonstrated proficiency in the out-of-endorsement area, and may apply to add the endorsement to their current and valid Wyoming Educator license;

(v)　　this exception authorization is valid for two (2) years, is non-renewable, and no extensions will be granted; and

(vi)　　this exception authorization cannot be used to obtain licensure in elementary education or special education.

(d)　　Applicants who are hired by a local school district as an administrator, school counselor, school social worker, or any other related service position and who do not hold full licensure in the area employed shall submit:

(i)　　a complete exception authorization application;

(ii)　　verification of a bachelor's degree from an accredited institution of higher education;

(iii)　　proof of extensive training or experience related to the discipline in which licensure is being sought;

(iv)　　verification of enrollment in an accredited program which can be completed in one year; and

(v)　　a signed statement from the district superintendent verifying:

(A)   a customary search has been conducted and no fully licensed and qualified educator is available;

(B)   the applicant will be supervised by a fully licensed educator.

(e)   Applicants who are hired by a school district as a dual language immersion teacher who do not hold full licensure in the endorsement area employed shall:

(i)   submit a complete exception authorization application;

(ii)   submit a transcript evaluation documenting the educational background of the applicant;

(ii)   submit a signed statement from the district superintendent verifying that the applicant's individualized professional development plan includes the following elements:

(A)   a description of how the district will use an assigned mentor;

(B)   the assessment and development of standards-based instruction and pedagogical practices and content knowledge specific to grade level placement; and

(C)   practices to promote knowledge of language acquisition.

(iii)   pass a PTSB-approved language exam in order to demonstrate proficiency in the target language. If the applicant's native language is not English, the target language is considered to be English; and

(iv)   provide the following requirements for a second or third exception authorization:

(A)   a complete exception authorization application;

(B)   proof of continued employment in a dual language immersion assignment area in a district offering a dual language immersion program; and

(C)   proof of substantial progress toward individualized professional development plan.

(f)   Applicants who are hired by a school district and are enrolled in, or have completed, an alternative route program or pathway not associated with an institution of higher education shall submit:

(i)   a complete exception authorization application;

(ii)   verification of a bachelor's degree from an accredited institution of higher education;

(iii)   verification of enrollment in, or completion of, an alternative route program or pathway that, at a minimum, requires passage of subject area and pedagogy examinations;

(iv)   verification of understanding that passage of a PTSB-approved exam will be required for full licensure;

(v)   a signed statement from the district superintendent verifying:

(A)   a customary search has been conducted and no fully licensed and qualified educator is available;

(B)   the applicant shall be mentored and supervised by a fully licensed educator in the endorsement area being sought, if available;

(I)   the mentorship shall last at least one (1) year including a minimum of twelve (12) meetings scheduled through the year between the mentor and mentee;
(II)   the mentorship will include discussions and experiences including but not limited to:

(1.)   teaching and learning;

(2.)   building positive relationships with students, parents, and colleagues;

(3.)   classroom management and student discipline; and

(4.)   professional and ethical standards and conduct; and

(C)   the district accepts responsibility for ensuring the applicant completes all requirements to become eligible for full licensure;

(vi)   this exception authorization is valid for two (2) years;

(vii)   to apply for full licensure the applicant shall submit:

        (A)   a complete initial standard license application;

        (B)   verification of successful completion of all requirements of the alternative route program including results of subject area and pedagogy examinations, and including a PTSB-approved subject area exam.

        (C)   proof of continued employment in the same district in which the exception authorization was issued; and

        (D)   verification of successful completion of a supervised mentorship experience that covers the components of (v)(B) above with signatures from the mentor and mentee on an official report form.

Section 2. Employment changes. Applicants who change employment to another Wyoming school district shall submit:

(a)   a complete exception authorization application;

(b)   a signed statement from the new employing district superintendent verifying:

        (i)   a customary search has been conducted and no properly licensed and qualified educator is available;

        (ii)   the applicant shall be supervised by a fully licensed educator; and

        (iii)   the district accepts responsibility for ensuring the applicant completes all requirements to become eligible for full licensure.