



PROFESSIONAL TEACHING STANDARDS BOARD

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Cheyenne, Wyoming 82002

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NOTICE OF INTENT TO ADOPT RULES AND REGULATIONS

Press Release/Public Notice. Not for Paid Publication.

Wyoming Professional Teaching Standards Board
2001 Capitol Ave., Emerson Bldg., Room #128
Cheyenne, WY 82002
Contact person: Jillian Reagan, Executive Assistant
Telephone: (307) 777-6222

Subject: The PTSB Chapters One (1) and Two (2) Rules have been revised.

The Professional Teaching Standards Board (PTSB) is proposing to promulgate rule changes for Chapters 1 and 2. The proposed changes to Chapter 1 adds a definition of Apprenticeship, and incorporates by reference the rules of the Department of Administration and Information regarding fulfilling public records requests, and rules of the Office of Administrative Hearings regarding contested case practice and procedures. Proposed changes to Chapter 2 updates the fees schedule that has been effective since December 14, 2022 to incorporate the new Apprentice Permit which went into effect January 31, 2024, and adjusts a few other fees to better align with other similar permit types, or renewal fees.

Specific information about these and other changes can be found in the Statement of Reasons. Copies of the proposed rules may be obtained from the Professional Teaching Standards Board at the following URL: <http://wyomingptsb.com/home/rules-and-regulations/>

Interested persons may present their views on the intended action by contacting The Professional Teaching Standards Board, 2001 Capitol Ave., Emerson Bldg., Room #128, Cheyenne, WY 82002, phone 307-777-7291, or email ptsbrules.publiccomment@wyo.gov **on or before June 10, 2024.**

A public hearing will be held if requested by 25 persons, a governmental subdivision or by an association having not less than 25 members. Requests for a public hearing may be addressed to the Professional Teaching Standards Board Attn: Jillian Reagan, 2001 Capitol Ave., Emerson Bldg., Room #128, Cheyenne, WY 82002.



Notice of Intent to Adopt Rules

A copy of the proposed rules may be obtained at <http://rules.wyo.gov>

Revised July 2019

1. General Information

a. Agency/Board Name*		
b. Agency/Board Address	c. City	d. Zip Code
e. Name of Agency Liaison	f. Agency Liaison Telephone Number	
g. Agency Liaison Email Address		
h. Date of Public Notice	i. Comment Period End Date	
j. Public Comment URL or Email Address:		
k. Program		

* By checking this box, the agency is indicating it is exempt from certain sections of the Administrative Procedure Act including public comment period requirements. Please contact the agency for details regarding these rules.

2. Legislative Enactment

For purposes of this Section 2, "new" only applies to regular non-emergency rules promulgated in response to a Wyoming legislative enactment not previously addressed in whole or in part by prior rulemaking and does not include rules adopted in response to a federal mandate.

a. Are these non-emergency regular rules new as per the above description and the definition of "new" in Chapter 1 of the Rules on Rules?

No. Yes. If the rules are new, please provide the Chapter Numbers and Years Enacted (e.g. 2015 Session Laws Chapter 154):

3. Rule Type and Information

For purposes of this Section 3, "New" means an emergency or regular rule that has never been previously created.

a. Provide the Chapter Number, Title* and Proposed Action for Each Chapter. Please use the "Additional Rule Information" form to identify additional rule chapters.

Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed

* If the name of a chapter of rules is changing, please provide the NEW chapter name in parenthesis following the OLD chapter name. Example: Old Chapter Name: General Provisions; New Chapter Name: General Provisions and Requirements. This would appear as "General Provisions (General Provisions and Requirements)."

4. Public Comments and Hearing Information

a. A public hearing on the proposed rules has been scheduled. No. Yes. Please complete the boxes below.

Date:	Time:	City:	Location:
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b. What is the manner in which interested persons may present their views on the rulemaking action?

By submitting written comments to the Agency at the physical and/or email address listed in Section 1 above.

At the following URL: _____

A public hearing will be held if requested by 25 persons, a government subdivision, or by an association having not less than 25 members. Requests for a public hearing may be submitted:

To the Agency at the physical and/or email address listed in Section 1 above.

At the following URL: _____

c. Any person may urge the Agency not to adopt the rules and request the Agency to state its reasons for overruling the consideration urged against adoption. Requests for an agency response must be made prior to, or within thirty (30) days after adoption, of the rule, addressed to the Agency and Agency Liaison listed in Section 1 above.

5. Federal Law Requirements

a. These rules are created/amended/revoked to comply with federal law or regulatory requirements. No. Yes. Please complete the boxes below.

Applicable Federal Law or Regulation Citation:
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Indicate one (1):

The proposed rules meet, but do not exceed, minimum federal requirements.

The proposed rules exceed minimum federal requirements.

Any person wishing to object to the accuracy of any information provided by the Agency under this item should submit their objections prior to final adoption to:

To the Agency at the physical and/or email address listed in Section 1 above.

At the following URL: _____

6. State Statutory Requirements

a. Indicate one (1):

The proposed rule change *MEETS* minimum substantive statutory requirements.

The proposed rule change *EXCEEDS* minimum substantive statutory requirements. Please attach a statement explaining the reason that the rules exceed the requirements.

b. The Agency has completed a takings assessment as required by W.S. 9-5-304. A copy of the assessment used to evaluate the proposed rules may be obtained:

By contacting the Agency at the physical and/or email address listed in Section 1 above.

At the following URL: _____

7. Additional APA Provisions

a. Complete all that apply in regards to uniform rules:

These rules are not impacted by the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j).

The following chapters do not differ from the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j):

_____ (Provide chapter numbers)

These chapters differ from the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j) (see Statement of Principal Reasons).

_____ (Provide chapter numbers)

b. Checklist

The Statement of Principal Reasons is attached to this Notice and, in compliance with *Tri-State Generation and Transmission Association, Inc. v. Environmental Quality Council*, 590 P.2d 1324 (Wyo. 1979), includes a brief statement of the substance or terms of the rule and the basis and purpose of the rule.

If applicable: In consultation with the Attorney General's Office, the Agency's Attorney General representative concurs that strike and underscore is not required as the proposed amendments are pervasive (Chapter 3, *Types of Rules Filings*, Section 1, Proposed Rules, of the Rules on Rules).

8. Authorization

a. I certify that the foregoing information is correct.

<i>Printed Name of Authorized Individual</i>	
<i>Title of Authorized Individual</i>	
<i>Date of Authorization</i>	

Statement of Reasons

Regular Rules Chapters 1 and 2

Proposed changes to Chapter 1

The proposed language to this chapter adds a definition of Apprenticeship, and incorporates by reference the rules of the Department of Administration and Information regarding fulfilling public records requests, and rules of the Office of Administrative Hearings regarding contested case practice and procedures. PTSB has determined that incorporation of the full text in these rules would be cumbersome or inefficient given the length or nature of the rules. The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in rules. The incorporated rules are maintained at the PTSB office and are available for public inspection.

Proposed changes to Chapter 2

The proposed language updates the PTSB fees schedule that has been effective since December 14, 2022. The Board recently created an Apprentice Permit that went into effect January 31, 2024 and is setting the fee for this permit. Other rules changes in effect in January included the sunset of the COVID-EA, and the creation of a new Exception Authorization (Option #7) which allows for candidates enrolled in a non-higher education affiliated alternative route to certification an avenue to become fully licensed in Wyoming. The EA #7 option is replacing the expired COVID-EA and there is no change in fee. Additionally, some fees are adjusted to better align with other similar permit types, or renewal fees.

Board Review

The Professional Teaching Standards Board voted to proceed with Regular Rule Changes for Chapters 1 and 2 to incorporate references to other agency rules, and update the fees schedule at its public meeting on April 8, 2024.

CHAPTER 1

GENERAL REGULATIONS

Section 1. Authority. These rules and regulations governing licensing and permitting of school administrators, teachers, and other school personnel are promulgated by the Professional Teaching Standards Board (PTSB) pursuant to the Wyoming Administrative Procedure Act (W.S. 16-3-101 through 16-3-115); W.S. 21-2-801 and W.S. 21-2-802.

(a) **Educator License Required.** A person may teach or supervise in a public school in Wyoming, and receive compensation from public funds for such services rendered, only if they hold a license or permit or are or an applicant qualified for an educator license or permit (W.S. 21-7-303).

Section 2. Effective Date of Rules and Regulations. Unless otherwise indicated these regulations are effective on the date filed with the Secretary of State.

Section 3. Definitions. For the purpose of these regulations, the following terms shall be defined as follows:

(a) **Accredited Institution of Higher Education.** A public or private post-secondary institution that is accredited by an accrediting entity recognized by either the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

(b) **Accredited School, K-12.** A public or private K-12 school having met all the required state school-accreditation standards as per W.S. 21-2-304 (a) (ii) and W.S. 21-9-101 (b); or a K-12 school from a state other than Wyoming that is accredited as per that state's specific accreditation standards.

(c) **Added Endorsement.** An endorsement added to those held by an applicant with a current and valid Wyoming Educator License.

(d) **Advanced Program.** An accredited graduate level program for the preparation of professional educators.

(e) **Alternatively Licensed Educator.** An educator who obtained licensure by means other than through an accredited educator preparation program.

(f) **Apprenticeship.** A United States Department of Labor registered program that requires a participating employer, an identified approved educator preparation program, identified on-the-job training requirements, and that leads to licensure at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(g) Approved Program. A professional education program offered by an institution of higher education that meets Wyoming program standards.

(h) Date of Application. The date a complete application is received by the PTSB. The validity date on the applicant's license or permit will commence on this same date.

(i) Demonstration of Competency (DOC). An alternative procedure for adding an endorsement to a Wyoming Educator License.

(j) Educator. Teacher, school administrator or related service person who is employed in a public school and required to be licensed (W.S. 21-7-303).

(k) Educator License. The document, also known as a certificate, that verifies all certification requirements have been met by an individual who has completed an educator preparation program, and grants the holder the ability to perform services in the endorsement areas listed on the license.

(l) Endorsement. Verification that licensure requirements have been met at the grade level(s) and in the specialization area(s) appropriate to the applicant's preparation, training, and experience.

(m) Exception Authorization. The document which allows an applicant to teach or provide professional services for up to one year in a public school in Wyoming having met all requirements in Chapter 5.

(n) In-state Applicant. An applicant who completed their educator preparation program at an accredited Wyoming institution of higher education.

(o) Initial License. The first Wyoming Educator License issued to an applicant who has never held a Wyoming Educator License.

(p) Institutional Recommendation. Verification by an accredited institution of higher education that the applicant has successfully completed an approved educator preparation program and is eligible for licensure in the state in which the program was completed.

(q) Internship. An approved educator preparation program, at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(r) Lapsed License or Permit. A License or Permit that was not renewed prior to its expiration date and is, therefore, null and void.

(s) Late Hire. An educator, hired by a local school district on or after August 1st, who has not submitted a complete application for licensure and does not currently hold a valid and current Wyoming Educator License in the endorsement area in which they are hired.

(t) Nationally Certified or Licensed Service Providers. Related services personnel who are certified by the national certifying body for that occupation. This applies to social workers, National Association of Social Workers; counselors, National Board for Certified Counselors; and school psychologists, National Association of School Psychologists.

(u) Non-Qualified Applicant. An applicant who has not met all requirements for a Wyoming Educator License, Permit, added endorsement, or Exception Authorization.

(v) Out-of-state Applicant. An applicant who completed an educator preparation program in a state other than Wyoming and who meets the provisions of Chapter 2, Section 6.

(w) Permit. The document that verifies all requirements have been met by an applicant to perform limited and specific services at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's preparation, training, and experience.

(x) Practicum. Supervised educator experience, through an approved educator preparation program, at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(y) Professional Development. Professional development or continuing education experiences that count toward the renewal of a Wyoming Educator License or Permit.

(z) Program Approval. The distinction granted by PTSB when an educator preparation provider's program meets the state's standards and/or requirements.

(aa) Program Review. The process by which PTSB, or PTSB in collaboration with specialized professional associations (SPAs) reviews a professional education program to determine if it meets the standards adopted by PTSB for the preparation of school personnel.

(bb) Reciprocity. An equal exchange of qualifications. Out-of-state applicants must demonstrate having met requirements substantially equivalent to Wyoming's requirements for educator preparation and training.

(cc) Reconsideration Request. An applicant's written request for reconsideration upon denial of an Educator License, endorsement, Exception Authorization, or Permit.

(dd) Related Services Personnel. School district personnel that include Educational Diagnosticians, School Social Workers, School Psychologists, and School Counselors.

(ee) Renewal. The process to renew and maintain a valid and current Wyoming Educator License or Permit.

(ff) Specialized Professional Association (SPA). A national organization of teachers, professional education faculty, and/or other school professionals who teach a specific content area (e.g., mathematics or social studies), teach students at a specific developmental level (i.e., early childhood, elementary, middle level, or secondary), teach students with specific needs (e.g., special education teachers), or provide services to students (e.g., school counselors, school psychologists, or principals).

(gg) State Partnership Agreement. A formal agreement between a state and an accrediting entity that outlines the state's presence and role in accreditation visits.

(hh) Suspension. The temporary removal of an Educator License or Permit.

(ii) Waiver. Suspension of the licensure regulations granted by the PTSB under special circumstances at the request of the applicant.

Section 4. Ratification. The PTSB shall regularly take action to approve licenses, permits, or exception authorizations issued by board staff per W.S. 33-1-303(a)(ii). Any licenses, permits, or exception authorizations not ratified by the Board at a regular meeting following initial issuance are void.

Section 5. Incorporation by Reference. The Board hereby incorporates by reference the following:

(a) Chapter 2 – Uniform Procedures, Fees, Costs, and Charges for Inspection, Copying, and Producing Public Records, adopted by the Department of Administration and Information and effective on September 6, 2016, available at <http://rules.wyo.gov>.

(b) Chapter 2 – Uniform Rules for Contested Case Practice and Procedure, adopted by the Office of Administrative Hearings and effective on July 20, 2017, available at <http://rules.wyo.gov>.

(c) For these rules incorporated by reference:

(i) PTSB has determined that incorporation of the full text in these

rules would be cumbersome or inefficient given the length or nature of the rules;

(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (a) and (b) of this section; and

(iii) The incorporated rules are maintained at the PTSB office and are available for public inspection and copying at the same location.

CHAPTER 1

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(b) **Accredited School, K-12.** A public or private K-12 school having met all the required state school-accreditation standards as per W.S. 21-2-304 (a) (ii) and W.S. 21-9-101 (b); or a K-12 school from a state other than Wyoming that is accredited as per that state's specific accreditation standards.

(c) **Added Endorsement.** An endorsement added to those held by an applicant with a current and valid Wyoming Educator License.

(d) **Advanced Program.** An accredited graduate level program for the preparation of professional educators.

(e) **Alternatively Licensed Educator.** An educator who obtained licensure by means other than through an accredited educator preparation program.

(f) **Apprenticeship.** A United States Department of Labor registered program that requires a participating employer, an identified approved educator preparation program, identified on-the-job training requirements, and that leads to licensure at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(~~f~~ g) **Approved Program.** A professional education program offered by an institution of higher education that meets Wyoming program standards.

(~~g~~ h) **Date of Application.** The date a complete application is received by the PTSB. The validity date on the applicant's license or permit will commence on this same date.

(~~h~~ i) **Demonstration of Competency (DOC).** An alternative procedure for adding an endorsement to a Wyoming Educator License.

(~~i~~ j) **Educator.** Teacher, school administrator or related service person who is employed in a public school and required to be licensed (W.S. 21-7-303).

(~~j~~ k) **Educator License.** The document, also known as a certificate, that verifies all certification requirements have been met by an individual who has completed an educator preparation program, and grants the holder the ability to perform services in the endorsement areas listed on the license.

(~~k~~ l) **Endorsement.** Verification that licensure requirements have been met at the grade level(s) and in the specialization area(s) appropriate to the applicant's preparation, training, and experience.

(~~l~~ m) **Exception Authorization.** The document which allows an applicant to teach or provide professional services for up to one year in a public school in Wyoming having met all requirements in Chapter 5.

(~~m~~ n) **In-state Applicant.** An applicant who completed their educator preparation program at an accredited Wyoming institution of higher education.

(~~n~~ o) **Initial License.** The first Wyoming Educator License issued to an applicant who has never held a Wyoming Educator License.

(~~o~~ p) **Institutional Recommendation.** Verification by an accredited institution of higher education that the applicant has successfully completed an approved educator preparation program and is eligible for licensure in the state in which the program was completed.

(~~p~~ q) **Internship.** An approved educator preparation program, at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(~~q~~ r) **Lapsed License or Permit.** A License or Permit that was not renewed prior to its expiration date and is, therefore, null and void.

(~~ř~~ š) Late Hire. An educator, hired by a local school district on or after August 1st, who has not submitted a complete application for licensure and does not currently hold a valid and current Wyoming Educator License in the endorsement area in which they are hired.

(~~ř~~ t) Nationally Certified or Licensed Service Providers. Related services personnel who are certified by the national certifying body for that occupation. This applies to social workers, National Association of Social Workers; counselors, National Board for Certified Counselors; and school psychologists, National Association of School Psychologists.

(~~ř~~ u) Non-Qualified Applicant. An applicant who has not met all requirements for a Wyoming Educator License, Permit, added endorsement, or Exception Authorization.

(~~ř~~ v) Out-of-state Applicant. An applicant who completed an educator preparation program in a state other than Wyoming and who meets the provisions of Chapter 2, Section 6.

(~~ř~~ w) Permit. The document that verifies all requirements have been met by an applicant to perform limited and specific services at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's preparation, training, and experience.

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(~~ř~~ y) Professional Development. Professional development or continuing education experiences that count toward the renewal of a Wyoming Educator License or Permit.

(~~ř~~ z) Program Approval. The distinction granted by PTSB when an educator preparation provider's program meets the state's standards and/or requirements.

(~~ř~~ aa) Program Review. The process by which PTSB, or PTSB in collaboration with specialized professional associations (SPAs) reviews a professional education program to determine if it meets the standards adopted by PTSB for the preparation of school personnel.

(~~ř~~ bb) Reciprocity. An equal exchange of qualifications. Out-of-state applicants must demonstrate having met requirements substantially equivalent to Wyoming's requirements for educator preparation and training.

~~(bb cc)~~ Reconsideration Request. An applicant's written request for reconsideration upon denial of an Educator License, endorsement, Exception Authorization, or Permit.

~~(ee dd)~~ Related Services Personnel. School district personnel that include Educational Diagnosticians, School Social Workers, School Psychologists, and School Counselors.

~~(dd ee)~~ Renewal. The process to renew and maintain a valid and current Wyoming Educator License or Permit.

~~(ee ff)~~ Specialized Professional Association (SPA). A national organization of teachers, professional education faculty, and/or other school professionals who teach a specific content area (e.g., mathematics or social studies), teach students at a specific developmental level (i.e., early childhood, elementary, middle level, or secondary), teach students with specific needs (e.g., special education teachers), or provide services to students (e.g., school counselors, school psychologists, or principals).

~~(ff gg)~~ State Partnership Agreement. A formal agreement between a state and an accrediting entity that outlines the state's presence and role in accreditation visits.

~~(gg hh)~~ Suspension. The temporary removal of an Educator License or Permit.

~~(hh ii)~~ Waiver. Suspension of the licensure regulations granted by the PTSB under special circumstances at the request of the applicant.

Section 4. Ratification. The PTSB shall regularly take action to approve licenses, permits, or exception authorizations issued by board staff per W.S. 33-1-303(a)(ii). Any licenses, permits, or exception authorizations not ratified by the Board at a regular meeting following initial issuance are void.

Section 5. Incorporation by Reference. The Board hereby incorporates by reference the following:

(a) Chapter 2 – Uniform Procedures, Fees, Costs, and Charges for Inspection, Copying, and Producing Public Records, adopted by the Department of Administration and Information and effective on September 6, 2016, available at <http://rules.wyo.gov>.

(b) Chapter 2 – Uniform Rules for Contested Case Practice and Procedure, adopted by the Office of Administrative Hearings and effective on July 20, 2017, available at <http://rules.wyo.gov>.

(c) For these rules incorporated by reference:

(i) PTSB has determined that incorporation of the full text in these

rules would be cumbersome or inefficient given the length or nature of the rules;

(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (a) and (b) of this section; and

(iii) The incorporated rules are maintained at the PTSB office and are available for public inspection and copying at the same location.

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) \$175

	(ii)	Out-of-State Completers	\$225
	(iii)	Reinstatement of a Standard License	\$250
(c)	Initial Permits:		
	(i)	Substitute Permit (5 year validity)	\$ 75
	(ii)	Lifetime Substitute Permit	\$100
	(iii)	Professional, Industry, & Career (PIC) (5 year validity)	\$125
	(iv)	Educational Sign Language Interpreter (5 year validity)	\$ 75
	(v)	Driver's Education (5 year validity)	\$ 75
	(vi)	Coach (5 year validity)	\$ 75
	(vii)	Transitional Coach (3 year validity, non-renewable)	\$150
	(viii)	PIC Coach (3 year validity)	\$150
	(ix)	Internship (2 year validity)	\$ 75
	(x)	Native Language (2 year validity)	\$ 75
	(xi)	Visiting Foreign Teacher (3 year validity)	\$150
	(xii)	Consultant Specialist (1 year validity)	\$100
	(xiii)	PIC Permit to Standard License Conversion	\$175
	(xiv)	Apprenticeship Permit (3 year validity)	\$ 75
(d)	License or Permit renewal. Validity dates match the length of original License or Permit:		
	(i)	License (Standard or Professional)	\$225
	(ii)	Substitute Permit	\$ 75
	(iii)	Professional, Industry, & Career (PIC)	\$125
	(iv)	Educational Sign Language Interpreter	\$ 75
	(v)	Driver's Education	\$ 75

- (vi) Coach \$ 75
- (vii) Native Language \$ 75

(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:

- (i) EA Option #1 (non-renewable) \$100
- (ii) EA Option #2 (renewable twice) \$100
- (iii) EA Option #3 (non-renewable) \$100
- (iv) EA Option #4 (2 year validity, non-renewable) \$100
- (v) EA Option #5 (renewable twice) \$100
- (vi) EA Option #7 (2 year validity, non-renewable) \$100

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

- (i) Through Institutional Recommendation \$ 75
- (ii) Through Verification of Work History \$ 75
- (iii) Coaching (adding sports) \$ 75
- (iv) Alternative/Non-Traditional/At-Risk Youth Program \$100
- (v) Institutional/Private Residential Facility Teacher Program \$100
- (vi) Through Practicum to Expand Grade Levels \$ 75
- (vii) Through EA Option #4 via Testing \$ 75
- (viii) Through Verification of Specified Training \$ 75

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

- (i) DOC Pre-evaluation \$100
- (ii) DOC Add Endorsement (within 2 years of Pre- evaluation) \$ 50

(iii)	DOC Add Endorsement (without Pre-evaluation)	\$100
(h)	Re-evaluation of Application to Add-Endorsement	\$ 25

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) \$175

	(ii)	Out-of-State Completers	\$225
	(iii)	Reinstatement of a Standard License	\$250
(c)	Initial Permits:		
	(i)	Substitute Permit (5 year validity)	\$ 75
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	(v)	Driver's Education (5 year validity)	\$ 75
	(vi)	Coach (5 year validity)	\$ 75
	(vii)	Transitional Coach (3 year validity, non-renewable)	\$150
	(viii)	PIC Coach (3 year validity)	\$150
	(ix)	Internship (2 year validity)	\$ 50 <u>75</u>
	(x)	Native Language (2 year validity)	\$ 75
	(xi)	Visiting Foreign Teacher (3 year validity)	\$150
	(xii)	Consultant Specialist (1 year validity)	\$100
	(xiii)	PIC Permit to Standard License Conversion	\$175
	(xiv)	<u>Apprenticeship Permit (3 year validity)</u>	<u>\$ 75</u>
(d)	License or Permit renewal. Validity dates match the length of original License or Permit:		
	(i)	License (Standard or Professional)	\$225
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- (vi) Coach \$ 75
- (vii) Native Language \$ ~~50~~ 75

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- (iii) EA Option #3 (non-renewable) \$100
- (iv) EA Option #4 (2 year validity, non-renewable) \$100
- (v) EA Option #5 (renewable twice) \$100
- (vi) ~~COVID-19 EA (2 year validity, non-renewable) \$100~~
- EA Option #7 (2 year validity, non-renewable) \$100

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

- (i) Through Institutional Recommendation \$ 75
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- (h) Re-evaluation of Application to Add-Endorsement \$ 25