



Wyoming Educator Permit

Initial Substitute Permit

Application Packet

Fees	
Substitute Teacher Permit (5 yr.)	\$75
Fingerprint Processing <i>Note: If you have a current PTSB license or permit, you do not have to submit fingerprint cards or pay the fingerprint fee.</i>	\$50

Help Us Avoid Processing Delays

Our goal is to process your application and issue your Educator Permit in a timely manner. To do that, we ask that you submit your application packet with **complete and accurate information**. If an application is received incomplete, you will receive a 30 Day Notice notifying you of your missing requirements. If the missing item(s) are not received within the 30 days, your application will be canceled and your fee will be forfeited. As a reminder, all fees are non-refundable.

PTSB APPLICATION SUBMISSION & PAYMENT INSTRUCTIONS

IMPORTANT: PTSB staff will contact you by phone to obtain your Social Security Number if we cannot locate you in our system once we receive your application. Please note that PTSB cannot begin processing your application until we have you entered into our system and cannot do so without obtaining this information.

Tips for Applicants

- Before completing your application, please be sure that you are using Aboide to view and complete to application. Please be sure that you have downloaded the fillable application to your computer and saved the application before completing the packet.
- In order for PTSB to better serve you by processing your application quickly and efficiently, it is critical that submitted application packets are complete and contain all supporting documentation as outlined in the instructions and on the forms.
- Application processing times vary throughout the year and depend upon whether an applicant is required to submit fingerprint cards or not. Check our current processing time by visiting the PTSB homepage: <http://wyomingptsb.com>.
- It is the applicant's responsibility to maintain current information (including Name, Mailing Address, Phone Number and Email Address) on file with the Professional Teaching Standards Board.
 - To update your information, please call our office at 307-777-7291 or email us at wyoptsb@wyo.gov.

Application Submission

Step 1 – Complete the Wyoming PTSB Application Form

- **Section I – Application Information**
 - Complete the information as outlined.
- **Section II – Licensing and Legal Information**
 - Please make sure you carefully read and complete these pages of the application.
 - Any disclosure must be accompanied by a personal statement indicating the circumstances and other related legal documentation (if applicable) to be considered complete. For more information regarding your personal statement, please review the application packet.
 - Failure to disclose will delay your application. This may also lead to a forfeiture of your fee and denial or cancelation of your application.
 - If you have any questions regarding your particular circumstance(s), please contact our office at 307-777-7291.
 - Sign and date the application (typing your name in both fields is accepted as a signature).
- **Section III – Individual Application Requirements**
 - Complete all boxes in this section of the application you are filling out. Gather any documentation required and include it with your application.

Step 2 – Submit your complete application packet to PTSB

- Your complete application packet can be submitted by:
 - Email: Please send to wyoptsb@wyo.gov (***PTSB's Preferred Method***)
 - Fax: 307-777-8718
 - Mail: Professional Teaching Standards Board
2001 Capitol Ave.
Emerson Bldg. Room 128
Cheyenne, WY 82002

Step 3 – Payment

- Fee amounts are listed on the front page of each individual application packet as well as below.
- **All fees are non-refundable.**
- The fees may be paid by personal checks, money orders, cashier's checks, and credit cards.
 - If you would like to pay with a credit card, please indicate this in the body of your email, or include a note with your application packet. You will receive an invoice by email that you can securely pay online. (***PTSB's Preferred Method***)
 - If you would like to pay with a check or money order, please make it payable to PTSB or Professional Teaching Standards Board. Checks and money orders can be sent directly to PTSB at:
Professional Teaching Standards Board
2001 Capitol Ave.
Emerson Bldg. Room 128
Cheyenne, WY 82001

Wyoming PTSB Application Form

This form is required for EVERY application.

You must submit this form with your complete application packet or your application will not be processed.

I. APPLICANT INFORMATION

Legal Last Name (Required)		Legal First Name (Required)		MI	Maiden / Other Name	
Address					Date of Birth	
Mailing Address:						
City:		State:		Zip Code:		Gender (Optional)
						<input type="checkbox"/> Male <input type="checkbox"/> Female
E-Mail Address:				Phone:		
				Primary: _____ Work: _____		
Ethnicity (Optional)	<input type="checkbox"/>	American Indian or Alaska Native		<input type="checkbox"/>	Black, African American, not of Hispanic origin	
	<input type="checkbox"/>	Anglo, Caucasian, White, not of Hispanic origin		<input type="checkbox"/>	Hispanic, Chicano, Cuban, Puerto Rican, Latino, Mexican American	
	<input type="checkbox"/>	Asian, Japanese, Chinese, Vietnamese, Korean, Filipino		<input type="checkbox"/>	Native Hawaiian or other Pacific Islander	
Please verify the following information:						
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you legally eligible to work in the United States?				
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you a military service member as defined in W.S. 33-1-116(a)(ii)?				
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you the spouse of a military service member as defined in W.S. 33-1-117(a)(v)?				
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you currently employed as an educator in Wyoming? (<i>Teacher, Substitute, Administrator, Related Services, or Coach</i>) District and School: _____ Subject(s) and Grade Level(s) (if applicable): _____				

II. LICENSING AND LEGAL INFORMATION



IMPORTANT: Failure to answer any of the licensing and legal questions in a truthful and **complete** manner or failure to provide truthful information or supporting documents could lead to your application being cancelled and fee forfeited. Failure to answer could also lead to disciplinary action toward any PTSB license or permit you possess.

All conduct must be disclosed. Even if:

- It happened more than 10 years ago
- It happened in another state, federal court, tribal, military, or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation

Note: If your conviction was later dismissed, expunged, set aside, or the sentence was suspended, you may be required to provide court documentation verifying the final disposition.

What to include in your personal statement:

- Detailed explanation of each question marked “yes” on page 4
- Dates and locations
- Final disposition and/or what was done to resolve the situation
- Documentation regarding:
 - Disposition of arrest and/or conviction
 - Any investigation or discipline on a professional license

Below are examples of personal statements:

Acceptable:

“I was arrested for shoplifting in May of 1983. I was sentenced to pay restitution and received a fine of \$300. I paid the restitution and fine and my case was closed. I contacted the court and was told my records are no longer available because the arrest happened over 30 years ago. The court provided me with the attached document which verifies that my records are no longer available.”

Applicant Signature

Unacceptable:

“I was convicted of a DUI in April 2003. Everything has been taken care of, and my case has been closed.”

Applicant Signature

For more information, see the Licensing and Legal FAQs at <http://wyomingptsb.com/frequently-asked-questions/faq-legal/>

Legal Questions Found on Page 4

II. LICENSING AND LEGAL QUESTIONS [Required]



WARNING: Answers to the following questions are required. For each question that applies to you, you must answer “yes”, *EVEN IF* you have already answered “yes” in a previous application. Answering “yes” does not lead to the automatic denial of your application. If you answer “yes” to any question, you must submit a signed personal statement and supporting documents (if applicable) even if you have previously submitted a statement.

For more information on personal statements, see page 3

1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever had any license, permit, or certificate from ANY professional licensing authority (education, nursing, speech-language pathology, etc.) suspended, revoked, voided, canceled, denied, rescinded, rejected, and/or otherwise taken away in Wyoming, any other state, or elsewhere?
2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any action or investigation pending against a license, permit, or certificate held by you from ANY professional licensing authority in Wyoming, any other state, or elsewhere?
3	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever resigned, been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct , or is any such action pending? IMPORTANT: This includes discipline for failure or refusal to fulfill an employment contract.
4	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been investigated, arrested, taken into custody, cited, charged, indicted, tried, pleaded guilty to, or convicted of a felony or misdemeanor, or been found to have committed a probation or parole violation? Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets. IMPORTANT: In responding to this question, include any pending investigation or charge. Include all cases from federal, state, local, tribal, and military tribunals. You must also include all cases that were settled or closed by a withheld judgement or through retained jurisdiction, etc., or handled through juvenile proceedings. Even if you pleaded nolo contendere (no contest) you must disclose this. DUI's or careless driving tickets stemming from a DUI are <u>NOT</u> considered minor traffic violations and must be reported.
5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or ability to hold a license, permit, or certificate in Wyoming and which should be placed at the disposal or brought to the attention of the Wyoming Professional Teaching Standards Board?

BEFORE SIGNING, CHECK PAGES 3 AND 4 FOR COMPLETENESS:

- Personal information with correct Mailing Address, Phone Number, E-Mail Address, and Date of Birth filled in on page 3
- All Legal questions marked “yes” or “no” on page 4
- Signed, detailed personal statement attached (if applicable)
- Court documents (if applicable)

I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that penalties, which may include revocation, suspension, denial, or refusal to renew, will be imposed under WS § 21-2-802 and PTSB Rules & Regulations, for making any false statement(s) on this application or required documents.

Applicant Name (Printed/Typed) _____ **Date** _____

III. INDIVIDUAL PERMIT REQUIREMENTS

Please indicate which type of permit you are applying for by checking the appropriate boxes and providing all information required in the corresponding section.

Initial Substitute Teacher Permit

Traditional Route

A Substitute Teacher Permit obtained in Wyoming is valid for five years. An individual who holds this permit is eligible to substitute teach in any Wyoming classroom, grades K-12.

Requirements: Check the box below to indicate that you have met the requirement. Documentation for **each** requirement MUST be attached.

Official transcript(s) verifying completion of an Associate's degree or sixty (60) semester hours from a regionally accredited institution. (see page 6)

Alternative Route

A Substitute Teacher Permit obtained in Wyoming is valid for five years. An individual who holds this permit is eligible to substitute teach in any Wyoming classroom, grades K-12.

Note: Applicants who have not earned an Associate's degree or sixty (60) semester hours of college credit may choose to apply for a Wyoming Substitute Teacher permit through the Alternative Route. Contact your school district or BOCES to inquire if the district offers the Alternative Route.

Requirements: Check EACH box below to indicate that you have met the requirement. Documentation for **each** requirement MUST be attached.

I am completing a PTSB approved alternative route plan with _____ . (Please note that by going this route you must meet the alternative route PTSB approved for your district only.)

High School Diploma or High School Equivalency Certificate

OR

High School Diploma or High School Equivalency Certificate

24 total hours of in-service training – In-service training workshops are offered through individual Wyoming school districts. Districts or BOCES may authorize substitute teaching candidates to meet this requirement by taking PTSB-approved workshops. If the in-service training workshops listed below will not cover the required topics or be completed in a timely manner, please contact your school district for workshop dates.

30 Hours of classroom observation – The applicant must contact the school district directly and make arrangements with the district superintendent to complete the classroom observation required (10 hours must be completed at EACH level: elementary, junior high/middle, and high school).

Verification by the district or BOCES representative that the applicant has completed the required in-service training and the required classroom observation. The applicant must have the district or BOCES representative complete the following information:

As a representative of _____, I hereby verify that the

applicant, _____ has completed all of the requirements listed below.

- 24 hours of in-service training to assure competency in:
 - (A) age level communication skills,
 - (B) use and application of lesson plans,
 - (C) use of instructional technology, and
 - (D) professional attitude, behaviors, and dispositions; as well as
- 30 hours of classroom observation which must include at least 10 hours of observation at EACH of the grade levels (elementary, junior high/middle, high school).

District or BOCES Representative Signature _____ Date _____

District Representative Contact Information: Phone Number _____ Email Address: _____

VERIFICATION OF REQUESTED OFFICIAL TRANSCRIPTS

For more information on submitting transcripts please visit:
<http://wyomingptsb.com/licensure/becoming-licensed/official-transcripts/>
*Transcripts are required from **ALL** institutions attended.*

Applicant's Legal Name (Required)			
Mailing Address			
Street:	City:	State:	Zip:
Telephone No.		E-Mail Address	
Primary:	Work:		

ATTENTION: If you were enrolled under a different name (first or last) while attending any of the colleges or universities listed below, make sure to indicate it below or the application process will be delayed.

Official Electronic Transcripts:

- Electronic transcript must be sent to PTSB directly from the college/university. Please have electronic transcripts emailed to ptsbtranscripts@wyo.gov.

Official Hard Copy Paper Transcripts:

- Official hard copy paper transcripts must be included with your paper application.

NOTE: If you submit official hard copy transcripts separate from your application packet or transcripts from ALL institutions attended are not received, your application will be considered incomplete, delaying the application process.

Date Requested	Hard Copy Included	Electronic	College/University Name	Name while Attending
<i>EX: 01/01/2017</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>University of Wyoming</i>	<i>Mickey Mouse</i>
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		

VERIFICATION OF CONSTITUTION KNOWLEDGE

Wyoming State Statute requires applicants to demonstrate knowledge of **BOTH** the **U.S. and Wyoming Constitutions** by college coursework or exam. Applicants who are reinstating a Wyoming license or permit have already met this requirement.

If you have already completed this requirement with PTSB, please disregard this page.

Applicant Information

Applicant's Legal Name (Required)			
Mailing Address			
Street:	City:	State:	Zip:

Demonstration of Knowledge through College Coursework

- Applicants demonstrating knowledge through college coursework must have a passing score of a "C" or better.
- Coursework for the U.S. Constitution requirement must cover U.S. history prior to 1865 and include the study of the U.S. Constitution. Political Science courses may be counted if they covered the Constitution.
- Coursework for the Wyoming Constitution requirement must cover Wyoming history and the Wyoming Constitution.

Please list the college coursework you have taken to meet these requirements below:

Course Prefix & Number	Course Title	Institution Where Credit was Earned	Final Grade	Year Course Completed
U.S.				
WY				

Demonstration of Knowledge through Exam

- Applicants demonstrating knowledge through an exam must receive a passing score of 75% or better.
- Exams can be taken online. You must request the exam be sent to you via email. Please email PTSB at wyoptsb@wyo.gov to request exams.
- The exams are auto-graded and go directly to PTSB.
- Study guides for both exams are available online at <http://wyomingptsb.com/licensure/us-and-wyoming-constitution>.

PTSB will verify exam scores upon receiving your application

Date Exam was Completed	Exam Scores	
	U.S. Constitution _____	Wyoming Constitution _____