



Certification Page Regular and Emergency Rules

Revised July 2019

☐ Emergency Rules (Complete Sections 1-3 and 5-6)

☒ Regular Rules

1. General Information

a. Agency/Board Name Teaching Standards Board, Professional			
b. Agency/Board Address 1920 Thomes Ave. Suite, 100		c. City Cheyenne	d. Zip Code 82002
e. Name of Agency Liaison Brendan O'Connor		f. Agency Liaison Telephone Number 307-777-1926	
g. Agency Liaison Email Address Brendan.oconnor1@wyo.gov		h. Adoption Date 10/07/2019	
i. Program Teaching Standards Board, Professional			

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 or 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Chapter Number: One (1)	Chapter Name: General Regulations	☐ New ☒ Amended ☐ Repealed
Chapter Number: Two (2)	Chapter Name: General Provisions for Educator Licenses, Endorsements, Permits, and Authorizations	☐ New ☒ Amended ☐ Repealed
Chapter Number: Three (3)	Chapter Name: Terms and Conditions for Educator License Endorsements	☐ New ☒ Amended ☐ Repealed
Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed
Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed
Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed
Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed
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Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed
Chapter Number:	Chapter Name:	☐ New ☐ Amended ☐ Repealed

* If the name of a chapter of rules is changing, please only provide the NEW chapter name on this rules certification form.

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. ☐ No. ☐ Yes. ☒ N/A

b. A public hearing was held on the proposed rules. ☒ No. ☐ Yes. Please complete the boxes below.

Date:	Time:	City:	Location:

5. Checklist

a. ☒ For regular rules, the Statement of Principal Reasons is attached to this Certification 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

b. ☐ For emergency rules, the Memorandum to the Governor documenting the emergency, which requires promulgation of these rules without providing notice or an opportunity for a public hearing, is attached to this Certification.

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct. By electronically submitting the emergency or regular rules into the Wyoming Administrative Rules System, the undersigned acknowledges that the Registrar of Rules will review the rules as to form and, if approved, the electronic filing system will electronically notify the Governor's Office, Attorney General's Office, and Legislative Service Office of the approval and electronically provide them with a copy of the complete rule packet on the date approved by the Registrar of Rules. The complete rules packet includes this signed certification page; the Statement of Principal Reasons or, if emergency rules, the Memorandum to the Governor documenting the emergency; and a strike and underscore copy and clean copy of each chapter of rules.

Signature of Authorized Individual	
Printed Name of Signatory	Brendan O'Connor
Signatory Title	Assistant Director
Date of Signature	10/10/2019

7. Governor's Certification

I have reviewed these rules and determined that they:

1. Are within the scope of the statutory authority delegated to the adopting agency;
2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

Governor's Signature	
Date of Signature	



PROFESSIONAL TEACHING STANDARDS BOARD

1920 Thomes Avenue, Suite 100
Cheyenne, Wyoming 82002

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

Statement of Reasons

Proposed changes to Chapters 1-3 in general

In their research staff have discovered that Wyoming Statute WS 21-2-802, which outlines the powers and duties of the board, does not include the word “regionally” regarding accredited colleges or universities. The proposed changes delete the word “regionally” from all occurrences in rules, thus aligning it with statute. During the review and revision of the text of the rules, staff also noted numerous errors in syntax, consistency, and clarity which have been fixed. In addition, definitions have been clarified for ease of understanding by the general public. Some definitions describing particular organizations have been struck to allow the rules to be more comprehensive and not require renewal as organizations change.

Chapter 1

Page 1-1 – Section 3

The proposed change to Rules Chapter 1, Section 3 Definitions adds language to encompass all United States Department of Education (USDE) or Council for Higher Education Accreditation (CHEA) recognized accrediting bodies, which includes regionally accredited colleges and universities. This broadens the scope of recognized accrediting organizations not formerly allowed in rules.

Pages 1-4 to 1-5 – Section 4

This section was added to clarify the Board’s practice of ratifying licenses, permits, and exception authorizations issued in order to validate them.

Chapter 2

Pages 2-1 to 2-2 – Section 2

Processes for the receipt and review of applications and handling of fees is clarified, and a vendor-specific web address is removed.

Pages 2-2 – Section 5

Clarification that once a license or permit has lapsed, any endorsement listed on the lapsed license or permit will not be renewed if they are no longer issued by PTSB.

Pages 2-3 – Section 6

Replacing the word “teaching” with “educator” to encompass other educator roles, such as principals or school counselors, that are not considered teachers.

Pages 2-3 – Section 9

Deleted since the regulation of Distance Education is handled by a different agency.



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Chapter 3

Page 3-1 – Section 2

Deletion of organization-specific language to allow for a more comprehensive rule not limited by a particular entity.

Page 3-1 to 3-3 – Section 3

Consistency of using the abbreviation DOC once the term is identified. Addition of subsection (iv) identifying different requirements for adding an endorsement in Computer Science through the Demonstration of Competency.

Board Review

The PTSB Board voted to adopt the Rule Changes for Chapters 1 through 3 regarding minor editorial corrections, alignment with statute, and national standards on October 7, 2019 at its public Board meeting.



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Public Comments

Summary of Public Comments

The Professional Teaching Standards Board (PTSB) held a comment period for Chapters 1-3 Rule Changes from July 18, 2019 to September 7, 2019. PTSB did not receive any comments during or after this comment period, therefore no changes were made to the proposed rule changes.

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

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

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

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

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

(r) 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.

(s) 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; speech-language pathologists and audiologists, American Speech-Language Hearing Association; and school psychologists, National Association of School Psychologists.

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

(u) 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.

(v) 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.

(w) 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.

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

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

(z) 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.

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

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

Counselors, and Speech-Language Pathologists.

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

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

(hh) 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.

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 ~~regionally~~ accredited ~~(W.S. 21-2-802)~~ by an accrediting entity recognized by either the United States Department of Education (USDE) or the Council for the 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 ~~teacher~~ educator preparation program.

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

(g) ~~Council for the Accreditation of Educator Preparation (CAEP). A nonprofit and nongovernmental agency that accredits educator preparation providers~~

~~(EPPs). CAEP was created with the October 2010 adoption of a motion to consolidate the National Council for Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) by the boards of the two organizations. CAEP became operational on July 1, 2013.~~

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

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

(i) 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) 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, issued by the Professional Teaching Standards Board, ~~that verifies all certification requirements have been met for a Wyoming Educator License.~~

(k) 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) 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) Experience (fully licensed out-of-state applicants). Successful, verified, and full-time classroom teaching, administration, or support personnel experience in an accredited K-12 school setting.~~

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

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

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

(r) 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.

(s) Nationally Certified or Licensed Service Providers. ~~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; speech-language pathologists and audiologists, American Speech-Language Hearing Association; and school psychologists, National Association of School Psychologists.

(t) ~~National Council for Accreditation of Teacher Education (NCATE). An affiliate of the Council for the Accreditation of Educator Preparation (CAEP) that has accredited professional education units or programs since it was founded in 1954. NCATE consolidated with TEAC in 2013 to form CAEP.~~

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

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

(v) Permit. The document that verifies all requirements have been met ~~for a Wyoming Educator Permit 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.

(w) 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.

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

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

(z) Program Review. The process by which PTSB, ~~CAEP~~, or ~~CAEP~~ PTSB in collaboration with its 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.

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

(cc) Related Services Personnel. ~~Related Services~~ School district Ppersonnel that include Educational Diagnosticians, School Social Workers, School Psychologists, School Counselors, and Speech-Language Pathologists.

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

(ee) ~~Revocation. The permanent removal of an Educator License or Permit.~~

(ee) Specialized Professional Association (SPA). ~~A member of CAEP that is a~~ 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) State Partnership Agreement. A formal agreement between a state and an accrediting entity that ~~CAEP that defines the state's recognition of accreditation decisions, the program review options available to educator preparation providers (EPPs) within the state, and the relationship between CAEP accreditation and state program approval. The agreement~~ outlines the state's presence and role in accreditation visits.

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

(hh) Waiver. Suspension of the licensure regulations granted by the ~~Professional Teaching Standards Board~~ 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.

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.

(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 2, 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. Endorsements no longer issued by the PTSB will not be included on a reinstated license or permit.

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).

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 a ~~regionally~~ 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 ~~for an Educator License~~ 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 postmark date on a complete application is received by the Professional Teaching Standards Board-PTSB~~. Incomplete applications may be returned. 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;

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(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 ~~Professional Teaching Standards Board 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.” ~~Upon receipt of fees, applicants have 30 days to submit all required documents for the License, Permit, or Exception Authorization being sought. After 30 days, the application may be cancelled and the applicant forfeits all fees.~~ Fees are not refundable. The fees may be paid by personal check, ~~cash~~, money order, cashier’s check, or credit card.

(f) Test Results. For endorsement areas that require a test, the applicant shall submit verification that the applicant passed the requisite test.
(<http://ptsb.state.wy.us/Licensure/TestingRequirements/>)

(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:

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(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 ~~postmark date of an~~ the incomplete application, as defined in Chapter 2, Section 3 of these rules, was received by the ~~Professional Teaching Standards Board~~ 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 ~~postmarked~~ 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. Endorsements no longer issued by the PTSB will not be included on a reinstated license or permit.

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 ~~a regionally~~ an accredited institution of higher education; or

(ii) a state-approved alternative route program at ~~a regionally~~ an accredited institution of higher education that contains all the requisite components of a state-approved traditional route program at ~~a regionally~~ 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 ~~teaching~~ 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. ~~Teaching~~ Educator experience obtained through student teaching, practicum, or internship shall not be accepted as experience verification.

(c) "Full" licensure is a qualifying ~~foreign licensure~~ 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 ~~are~~ 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)).~~

Chapter 3

TERMS AND CONDITIONS FOR EDUCATOR LICENSE ENDORSEMENTS

Section 1. General Requirements. All provisions of Chapter 2 of these rules and regulations apply.

Section 2. Initial Endorsements. Requirements for obtaining initial endorsement on an Educator License:

(a) Verification of appropriate preparation, training, and experience in the area(s) of specialization and at the grade levels for the endorsement(s) being sought. Acceptable verification shall be an institutional recommendation from an accredited institution of higher education, verifying successful completion of an approved program and a passing score on an approved test for endorsement areas requiring testing.

(b) Applicants who have never held a Wyoming License with the Professional Teaching Standards Board (PTSB) and have not completed an educator preparation program from an accredited institution shall meet all requirements pursuant to Chapter 2, Section 6.

Section 3. Added Academic Content Endorsements. Requirements for added academic content endorsement(s) on an Educator License:

(a) An Institutional Recommendation from an accredited institution of higher education, verifying successful completion of an approved program; or

(b) Reciprocity. Applicants seeking added endorsements through reciprocity shall meet all requirements pursuant to Chapter 2, Section 6 of these rules and regulations and provide verification of full-time experience for at least three (3) academic years out of the last six (6) years, while holding full licensure or certification from the same state, for each endorsement area being sought; or

(c) Demonstration of Competency (DOC).

(i) Requirements for adding an endorsement via DOC:

(A) Credits. Verification of 27 semester hours from an accredited institution(s) of higher education in each endorsement area being sought; and

(B) Currency. Documentation that a minimum of nine (9) semester hours in each endorsement area being sought were completed within the five (5) years prior to the date of application; and

(C) Quality Assurance. Only coursework verifying a grade of C or above will be accepted; and

(D) Content. Coursework must meet the PTSB program standards (listed in Chapter 4 of these rules and regulations) in the area of the endorsement being sought. A maximum of three (3) semester hours in pedagogy will be accepted, and

(E) Testing. A passing score on a PTSB approved exam in the endorsement area being sought.

(ii) Requirements for adding a Special Education-Generalist endorsement (K-12, K-6, 5-8, 6-12) via DOC:

(A) Credits. The required 27 semester credit hours must demonstrate competency in cross-categorical standards (listed in Chapter 4 of these rules and regulations) and include course work in assessment, instructional strategies for students with disabilities, behavior/classroom management, and special education law.

(B) Practicum. The applicant shall have completed a practicum supervised by an institution of higher education, which:

(I) includes a minimum of two (2) semester hours at each endorsement grade level; and

(II) was completed within five (5) years prior to the date of application; or

(C) Experience. Applicant must have completed one year of successful teaching experience;

(I) in a cross-categorical special education setting;

(II) at the grade level(s) for which the endorsement is being sought, as verified by a supervisor's formal evaluation; and

(III) within the five (5) years prior to the date of application.

(iii) Limitations.

(A) Endorsements shall not be added to Educator Permits via DOC.

(B) Endorsements shall not be added in grade levels outside the applicant's current grade level(s) of any teaching endorsement(s) via DOC.

(C) Endorsements shall not be added in the areas of administration, related services, or in categorical special education fields via DOC.

(D) An endorsement shall not be added in the area of Elementary Education via DOC.

(E) Endorsements shall be added via DOC only by educators who hold current teaching endorsement(s) in Wyoming.

(iv) Requirements for adding an endorsement in Computer Science via DOC.

(A) Credits. Verification of 15 semester hours from an accredited institution(s) of higher education in computer science; and

(B) Currency. Demonstration that a minimum of five (5) semester hours in computer science were completed within the five (5) years prior to the date of application; and

(C) Quality Assurance. Only coursework verifying a grade of C or above will be accepted; and

(D) Content. Coursework must meet the PTSB program standards (listed in Chapter 4 of these rules and regulations) in the area of computer science. A maximum of three (3) semester hours in pedagogy will be accepted; and

(E) Testing. A passing score on a PTSB approved exam in the endorsement area being sought.

Chapter 3

TERMS AND CONDITIONS FOR EDUCATOR LICENSE ENDORSEMENTS

Section 1. General Requirements. All provisions of Chapter 2 of these rules and regulations apply.

Section 2. Initial Endorsements. Requirements for obtaining initial endorsement on an Educator License:

(a) Verification of appropriate preparation, training, and experience in the area(s) of specialization and at the grade levels for the endorsement(s) being sought. Acceptable verification shall be an institutional recommendation from an accredited institution of higher education, verifying successful completion of an approved program and a passing score on an approved test for endorsement areas requiring testing. (<http://www.ets.org/praxis/wy/>)

(b) Applicants who have never held a Wyoming License with the Professional Teaching Standards Board (PTSB) and have not completed ~~a Council for the Accreditation of Educator Preparation (CAEP) accredited educator preparation program or an educator preparation program from a regionally~~ an accredited institution shall meet all requirements pursuant to Chapter 2, Section 6.

Section 3. Added Academic Content Endorsements. Requirements for added academic content endorsement(s) on an Educator License:

(a) An Institutional Recommendation from an accredited institution of higher education, verifying successful completion of an approved program; or

(b) Reciprocity. Applicants seeking added endorsements through reciprocity shall meet all requirements pursuant to Chapter 2, Section 6 of these rules and regulations and provide verification of full-time experience for at least three (3) academic years out of the last six (6) years, while holding full licensure or certification from the same state, for each endorsement area being sought; or

(c) Demonstration of Competency (DOC).

(i) Requirements for adding an endorsement via ~~Demonstration of Competency~~
DOC:

(A) Credits. Verification of 27 semester hours from an accredited institution(s) of higher education in each endorsement area being sought; and

(B) Currency. Documentation that a minimum of nine (9) semester hours in each endorsement area being sought were completed within the five (5) years prior to the date of application; and

(C) Quality Assurance. Only coursework verifying a grade of C or above will be accepted; and

(D) Content. Coursework must meet the PTSB ~~content~~ program standards (listed in Chapter 4 of these rules and regulations) in the area of the endorsement being sought. A maximum of three (3) semester hours in pedagogy will be accepted, and

(E) Testing. A passing score on a PTSB approved exam in the endorsement area being sought.

(ii) Requirements for adding a Special Education-Generalist endorsement (K-12, K-6, 5-8, 6-12) via ~~Demonstration of Competency~~ DOC:

(A) Credits. The required 27 semester credit hours must demonstrate competency in cross-categorical standards (listed in Chapter 4 of these rules and regulations) and include course work in assessment, instructional strategies for students with disabilities, behavior/classroom management, and special education law.

(B) Practicum. The applicant shall have completed a practicum supervised by an institution of higher education, which:

(I) includes a minimum of two (2) semester hours at each grade endorsement level; and

(II) was completed within five (5) years prior to the date of application; or

(C) Experience. Applicant must have completed one year of successful teaching experience;

(I) in a cross-categorical special education setting;

(II) at the grade level(s) for which the endorsement is being sought, as verified by a supervisor's formal evaluation; and

(III) within the five (5) years prior to the date of application.

(iii) Limitations.

(A) Endorsements shall not be added to Educator Permits via ~~Demonstration of Competency~~ DOC.

(B) Endorsements shall not be added in grade levels outside the applicant's current grade level(s) of any teaching endorsement(s) via ~~Demonstration of Competency~~ DOC.

(C) Endorsements shall not be added in the areas of administration, related services, or in categorical special education fields via ~~Demonstration of Competency~~ DOC.

(D) An endorsement shall not be added in the area of Elementary Education via ~~Demonstration of Competency~~ DOC.

(E) Endorsements shall be added via ~~Demonstration of Competency~~ DOC only by educators who hold current teaching endorsement(s) in Wyoming.

(iv) Requirements for adding an endorsement in Computer Science via DOC.

(A) Credits. Verification of 15 semester hours from an accredited institution(s) of higher education in computer science; and

(B) Currency. Demonstration that a minimum of five (5) semester hours in computer science were completed within the five (5) years prior to the date of application; and

(C) Quality Assurance. Only coursework verifying a grade of C or above will be accepted; and

(D) Content. Coursework must meet the PTSB program standards (listed in Chapter 4 of these rules and regulations) in the area of computer science. A maximum of three (3) semester hours in pedagogy will be accepted; and

(E) Testing. A passing score on a PTSB approved exam in the endorsement area being sought.