



# Notice of Intent to Adopt Rules

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

Revised May 2018

## 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 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 rules new as per the above description and the definition of "new" in Chapter 1 of the Rules on Rules?

No.  Yes. Please provide the Chapter Numbers and Years Enacted  
(eg: 2015 Session Laws Chapter 154):

## 3. Rule Type and Information

a. Provide the Chapter Number, Title, and Proposed Action for Each Chapter.  
Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification.

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 Repealed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 Repealed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 Repealed
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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 Repealed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 Repealed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 Repealed

**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. Indicate one (1):

The Agency has complied with the requirements of 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: \_\_\_\_\_

Not Applicable.

**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>	



## 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 proceed with Rule Changes for Chapters 1 through 3 regarding minor editorial corrections, alignment with statute, and national standards on June 10, 2019 at its public Board meeting.

## 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 non-profit 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 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) ~~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 1

### GENERAL REGULATIONS

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(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.

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(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.

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(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.

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(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 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;

(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 ~~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:

(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 ~~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 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 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.

## 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 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 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.