Language Credentialing

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Educator License Exception Authorization (WY)

Description
To obtain an Educator License Exception Authorization, the hiring district must submit a signed statement from the district superintendent verifying: (A) a customary search has been conducted and no properly licensed and qualified educator is available; (B) the applicant shall be supervised by a fully licensed educator; and (C) the district accepts responsibility for ensuring the applicant completes all requirements and becomes eligible for full licensure
License Valid for 1 year, Maximum 2 renewals
Employment: Required

Reciprocity
The following states may accept this route:
Wyoming teacher programs or Northern Plains Transition to Teaching (NPTT) only.

State Information
State: Wyoming
Contact Phone: 307-777-7291
For more information please visit the state website: http://ptsb.state.wy.us/Licensure/BecomingLicensed/tabid/65/Default.aspx

Notes
Applicant must be hired by a district and enroll in a University-based teacher program or the Northern Plains Transition to Teaching Program (NPTT).
See: http://www.montana.edu/nptt/

Minimum Academic Background
In most states, teachers must have a minimum academic background for certification.
The following is required for this route:
Completed BA Degree

Prior Certification: Must NOT have Current (STATE) Certification

Notes
As of 2016, No Basic Skills Exams Required Applicants accepted with a BA degree who have not completed a teacher program.

Teacher Preparation
In most states, teachers are required to complete training in education methods through a teacher program.
The following is required for this route:
State Approved Teacher Education Program
Student Teaching

Content Language and English Language Proficiency
In most states, teachers are required to submit evidence of content language proficiency and English language proficiency through coursework, exams, or degree evaluations.
The following is required for this route:
Content Language Proficiency:

Exam(s):

- ACTFL OPI
  Chinese-Mandarin, French, German, Italian, Russian, Spanish, Japanese

Accept Scores from Out of State

English Language Proficiency:

Additional Requirements for this route include the following:

United States Constitution:

Exam(s):

- State Developed Exam-U.S. Constitution
- State Developed Exam-Wyoming History

Course needed: U.S. Constitution and history prior to 1865
Contingent upon Transcript Evaluation

Notes:
State may review transcripts to determine content language proficiency. The PTSB Board adopted the ACTFL Oral Proficiency Interview (OPI) exam on 8/30/07. The OPI may be used to add an endorsement through the Demonstration of Competency route or it may be required in other non-traditional licensure/endorsement routes. ACTFL OPI accepted for Modern World Languages. Passing Score: Advanced Low Applicants must complete a Wyoming accredited teacher program or Northern Plains Transition to Teaching (NPTT) program during the 1st year of teaching or make substantial progress and renew Exception Authorization.

Demonstration of Knowledge through Examination If applicant has not completed coursework to meet the requirement of U.S. and Wyoming Constitution Study, he/she may demonstrate knowledge through an exam. The Professional Teaching Standards Board (PTSB) has created two multiple choice exams which may be taken at any Wyoming school district administration office or the Professional Teaching Standards Board office. Out of State applicants residing out of state at the time of application may take exams by proxy. To have the test sent to a proctor, please send an email to ptsbtemp@wyo.gov and submit a written request including the proctor's full name, title and contact information including email and/or mailing address. Proctors must be a school district administrator or a university/college professor.

Applying to the State
In most states, teachers must apply to the state Individually or through their local School District, or Teacher Program Institution. Requirements for the application are outlined below:

Application Submission: Individual
Online at: http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx
Form at: Exception Authorization Packet
Form Mailing Address:
Professional Teaching Standards Board 1920 Thomes Avenue, Suite 400, Cheyenne, WY 82002

School District Requirements:
Verification of Employment
Verification of Search for a Certified Teacher
Confirmation of Mentor

Copy of Academic Transcripts: Required

Copy of International Records: Required
Transcript Evaluation Required

URL: http://langcred.org/resources/transcript-evaluation/?fwp_agency_accepted_by_states=wyoming

Background Check
Required

Renewal: Renewable
Exception Authorizations may be renewed up to two times in order to complete requirements of teacher program or Northern Plains Transition to Teaching (NPTT) with approval of District. All transcripts must be original with university seal.

Notes:
This form is submitted by applicant but page 13 must be completed by District official. Processing time is estimated at 6-8 weeks during summer months. It may be faster during the school year. Processing time is dependent on complete applications All transcripts must be original with university seal. Closely review the application checklist at http://ptsb.state.wy.us/LinkClick.aspx?fileticket=T-dU5QTA-hI%3d&tabid=94
To request a Fingerprint Packet, please send an email with your Name, Phone Number and Mailing Address with the subject heading FINGERPRINT CARD REQUEST to the following email address: ptsbtemp@wyo.gov. Applicants MUST be fingerprinted in the state of WYOMING. Applicants can contact a local school district for a recommendation on where to be fingerprinted within your community. Fingerprint Fee of $50.00 must be included with application. International Records must be evaluated by one of the following approved agencies: American Association of Collegiate Registrars and Admissions Officers Educational Credential Evaluators, Inc. Foundation For International Services, Inc. International Education Research Foundation Josef Silny & Associates, Inc. International Education Consultants World Education Services, Inc. Teacher must agree to terms of certification.

GENERAL NOTES FOR THIS ROUTE
Teachers hired under the Exception Authorization will be supervised by a licensed teacher until all requirements for Initial Licensure are fulfilled. District customary search for certified applicant is not required if applicant is enrolled in f Northern Plains Transition to Teaching (NPTT).