

There are three ways to become a Head or Assistant Coach in Wyoming:

1. Apply to add a Head or Assistant Coach Endorsement

A Coaching Endorsement is for individuals who currently hold, or are applying for, a Wyoming Educator License and would like to add a Coaching Endorsement to that License. This endorsement is valid for five years. Please review the complete requirements before applying to add a Coaching Endorsement. Applicants who do not meet **ALL** of the requirements cannot be granted an endorsement. However, some applicants may be eligible for a Transitional Coaching Permit.

2. Apply for a Head or Assistant Coach Permit

A Coaching Permit is for individuals who **DO NOT** hold a current Educator License. A Head or Assistant Coach Permit is valid for five years. Please review the complete requirements before applying to add a Coaching Permit. Applicants who do not meet **ALL** of the requirements cannot be granted a permit. However, some applicants may be eligible for a Transitional Coaching Permit.

3. Apply for a Transitional Coaching Permit

Transitional Coaching Permits are for those individuals who do not meet all of the requirements for a standard Coaching endorsement or permit. Please review the complete requirements before applying for a Transitional Coaching Permit. Applicants who do not meet **ALL** of the requirements cannot be granted a transitional permit.

Head or Assistant Coaching Permit Requirements

A Coaching Permit is for Non-Licensed individuals. If you currently hold an Educator License, you must apply to add a Coaching Endorsement to your Educator License.

Coaching Permits are offered in the following Areas:

- Basketball ➤ Golf ➤ Skiing ➤ Swimming ➤ Track ➤ Wrestling
- Football ➤ Gymnastics ➤ Soccer ➤ Tennis ➤ Volleyball

Applying for a Coaching Permit—For NON-LICENSED Educators ONLY

In order to apply for a Coaching Permit, you must meet **ALL** of the requirements listed under either the Head or Assistant Coach columns below. (These requirements are *in addition to all general application requirements*).

	Head Coach	Assistant Coach
1.	High School Diploma or GED	High School Diploma or GED
2.	<u>Current 1st Aid/CPR Training</u>	<u>Current 1st Aid/CPR Training</u>
3.	<u>Prevention and Care of Athletic Injuries</u>	<u>Prevention and Care of Athletic Injuries</u>
4.	<u>Scientific Foundations of Coaching</u>	<u>Scientific Foundations of Coaching</u>
5.	Three (3) Years of Experience as an Assistant Coach -or- <u>Theory of Coaching the Specific Sport</u>	One (1) Year of Experience as an Assistant Coach -or- <u>Theory of Coaching the Specific Sport</u>
6.	<u>Lifespan-Human Development</u> -or- Adolescent Psychology and Human Growth & Development	N/A

Does PTSB accept credits/courses from the Wyoming Coaches Associations' Summer Clinic to meet the above requirements?

Yes.

Any of the required courses may be taken through the summer clinic offered by the Wyoming Coaches Associations. You will need to provide copies the Certificate of Completion for EACH course completed. Submit all documentation with your complete PTSB application packet.

Requirements for Adding a Head or Assistant Coaching Endorsement [□]

Only individuals with a current, valid Wyoming Educator License may apply for a Coaching Endorsement. All others interested in coaching must apply for a Coaching Permit.

Coaching Endorsements are offered in the following Areas:

- Basketball ➤ Golf ➤ Skiing ➤ Swimming ➤ Track ➤ Wrestling
- Football ➤ Gymnastics ➤ Soccer ➤ Tennis ➤ Volleyball

Applying for a Coaching Endorsement—For LICENSED Educators ONLY

In order to apply for a Coaching Endorsement, you must meet ALL of the requirements listed under either the Head or Assistant Coach columns below. (These requirements are *in addition to* all **general application requirements**). If you do not meet all the requirements, you *may* be eligible to apply for a Transitional Coaching Permit.

	Head Coach	Assistant Coach
1.	Current Wyoming Educator License	Current Wyoming Educator License
2.	<u>Current 1st Aid/CPR Training</u>	<u>Current 1st Aid/CPR Training</u>
3.	<u>Prevention and Care of Athletic Injuries</u>	<u>Prevention and Care of Athletic Injuries</u>
4.	<u>Scientific Foundation of Coaching</u>	<u>Scientific Foundation of Coaching</u>
5.	One (1) Year of Experience as an Assistant Coach -or- <u>Theory of Coaching the Specific Sport</u>	N/A
6.	<u>Note:</u> Any educator who holds a Head Coaching endorsement in at least one sport is also eligible to be an Assistant Coach in any sport.	<u>Note:</u> An educator who would like to be an Assistant Coach for more than one sport must apply separately for each specific sport.

Requirements for a Transitional Coaching Permit

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A Transitional Coaching Permit is issued when a coaching applicant is unable to meet all of the requirements for a standard Head or Assistant Coach Permit/Endorsement but currently holds, or has been offered, a coaching position in a Wyoming School District. An individual who holds a Transitional Coaching Permit is eligible to coach ONLY in the specific position for which he/she has been hired.

Transitional Coaching Permit Areas Offered:

- Basketball ➤ Golf ➤ Skiing ➤ Swimming ➤ Track ➤ Wrestling
- Football ➤ Gymnastics ➤ Soccer ➤ Tennis ➤ Volleyball

Applying for a Transitional Coaching Permit

In order to apply for a Transitional Coaching Permit, you must meet **ALL** of the requirements listed below for a Transitional Coaching Permit. (These requirements are *in addition to* all **general application requirements**). If you do not meet all the requirements, you are not eligible for a Transitional Coaching Permit.

An applicant who is granted a Transitional Coaching Permit will have three (3) years to complete ALL additional requirements to obtain Head or Assistant Coach.

	Head Coach	Assistant Coach
1.	High School Diploma or GED	High School Diploma or GED
2.	<u>Current 1st Aid/CPR Training</u>	<u>Current 1st Aid/CPR Training</u>
3.	<u>Prevention and Care of Athletic Injuries</u>	N/A
4.	Employment in a Wyoming School District	Employment in a Wyoming School District

Does PTSB accept credits/courses from the Wyoming Coaches Associations' Summer Clinic to meet the above requirements?

Yes.

Any of the required courses may be taken through the summer clinic offered by the Wyoming Coaches Associations. You will need to provide copies the Certificate of Completion for EACH course completed. Submit all documentation with your complete PTSB application packet.

Wyoming High School Athletic Association

Professional Teaching Standards Board



Wyoming Educator Permit Initial or Reinstatement Application Packet

This Application Packet is for individuals applying for an Initial or Reinstatement Wyoming Educator Permit in the following areas:

- **Substitute or Lifetime Substitute Teacher**
- **Head, Assistant, or Transitional Coaching**
- **Native Language**
- **Internship**
- **Professional, Industry and Careers (PIC)**
- **School Nurse or Substitute School Nurse**
- **Educational Sign Language Interpreter (ESLI)**
- **Driver's Education**

Application Instructions

Initial or Reinstatement Educator Permit

Thank you for applying for an Initial or Reinstatement Wyoming Educator Permit.

Reminders for All Applicants

- Before completing your application, ***read all instructions carefully.***
- In order for PTSB to better serve you by processing your application quickly and efficiently, it is critical that submitted application packets are complete and contain all supporting documentation as outlined in the instructions below. To support our goal of issuing Educator Permits in a timely manner, any packet with missing or incomplete information will be returned to the applicant unprocessed.
- PTSB cannot accept photocopied, faxed or scanned applications.
- Application processing times vary throughout the year and depend upon whether an applicant is required to submit fingerprints or not. Check our current processing time by clicking on the hourglass on the PTSB homepage: <http://ptsb.state.wy.us>.
- It is the applicant's responsibility to maintain current information (including Name, Mailing Address, Phone Number, and Email Address) on file with the Professional Teaching Standards Board.

Application Process

Step 1 – Complete the Application Form

- Read ALL sections of the application packet carefully before completing.
- Sign and date the application.
- **Section I – APPLICANT INFORMATION**
 - Complete the information as outlined (see page 6).
- **Section II – LICENSURE INFORMATION**
 - Please make sure you carefully read and complete this section of the form (see page 6). It is critical that you disclose license and employment information and ***any*** criminal conviction information as requested on the application, including Driving Under the Influence (DUI) convictions.
 - Any disclosure must be accompanied by a statement indicating the circumstances and other related legal documentation to be considered complete.
 - Failure to disclose will at a minimum delay, if not lead to an outright denial of your application.
 - Please contact the PTSB office at 307-777-7291 if you have any questions regarding your particular circumstances.
- **Section III – INDIVIDUAL PERMIT REQUIREMENTS**
 - Complete all boxes of this section which apply to your situation (see pages 7 - 12) and gather any documentation required.

Step 2 – Complete the Fee Payment Form including all applicable fees

- Calculate the total amount due for the specific permit you are applying for, as listed on the **Fee Payment Form** of this application packet (see page 13) and complete the form.
- If you do not currently hold another valid license or permit through PTSB, be sure to include the \$50 fingerprint processing fee.
- Personal checks, money orders, cashier's checks and credit card payments are accepted.
 - Checks must be written in black or dark blue ink only.

Step 3 – Complete fingerprint cards [if applicable]

- All applicants must provide fingerprints on **two (2) original blue (FBI) fingerprint cards**, regardless of how recently fingerprints were taken in another state or for another purpose. Note: If you currently hold a valid Wyoming license or permit issued through PTSB, you **do not need** to submit new fingerprints.
- Applicants may be fingerprinted by any law enforcement agency.
- Fingerprint cards may be obtained at any law enforcement agency across the U.S.
 - If the local law enforcement agency will not provide two blue (FBI) fingerprint cards, applicants may contact PTSB to request cards.
- Include fingerprint cards in your complete application packet—both blue cards must be included.
- **BEFORE submitting your fingerprint cards, be aware of the following conditions:**
 - Fingerprint cards **MUST** be completed in black ink only.
 - Fingerprint cards **MUST NOT** be folded, stapled, or mutilated in any way.
 - Fingerprint cards **MUST NOT** contain any smudged or unreadable prints.

Fingerprint cards not adhering to the above conditions will be returned to the applicant unprocessed.

Complete the following fields on BOTH of the BLUE (FBI) fingerprint cards:

Left Side	Applicant completes: Applicant Signature and Residence Official completes: Date and Signature of Official taking the Fingerprints
Middle Column	Last Name, First Name, Middle Name (top of card), Aliases (if applicable), Citizenship, Social Security Number
Right side	Sex, Race, Height, Weight, Eyes, Hair, Place of Birth, Date of Birth

Step 4 – Provide verification of coursework

- Request academic transcripts from **ALL** colleges and universities where coursework has been completed.
- **IMPORTANT!** Be sure to have the transcripts sent **directly to you**. Once you have received all of your transcripts, include them in your completed application packet.
- It is not necessary to submit official transcripts in a separate, sealed envelope; however, transcripts must contain the institution’s original seal in order to be considered “official.” PTSB cannot accept transcripts that have been copied, faxed or printed from an electronic version sent to the applicant by the institution.
- When requesting official transcripts, be sure to have the issuing institution list your degree area(s) on the transcript if applicable. Transcripts that do not list the applicant’s degree area(s) cannot be processed.
- If you are applying for a School Nurse Permit, obtain an **Institutional Recommendation** (see page 14). Include it in your complete application packet.
- Educational Sign Language Interpreter (ESLI) applicants may use the Institutional Recommendation as a possible route toward receiving a permit from PTSB.

Step 5 – Demonstrate U.S. and Wyoming Constitution knowledge [if applicable]

- Applicants are required to demonstrate knowledge of the U.S. Constitution and the Wyoming Constitution either through coursework or by examination.
- Complete the **Verification of Constitution Knowledge** form (see page 15) and include exam results and/or an official transcript indicating coursework that meets these requirements in your complete application packet.
- If you currently hold or have ever held a license or permit through PTSB, you do not need to demonstrate knowledge of the U.S. and Wyoming Constitutions again.

Step 6 – Provide testing requirements results (Praxis II Exam) [Driver’s Ed Only]

- For individuals applying for a Driver’s Education Permit, a Praxis II Driver Education Exam (0867) with a verified minimum passing score of 165

Step 7 – Reinstatement Applicants [if applicable]

- In addition to meeting all current requirements for a permit, reinstatement applicants must meet all of the requirements listed on their previously held Wyoming permit. A complete list of those requirements can be found on the reverse side of your previously issued permit or by logging into your PTSB account at: <http://ptsb.state.wy.us> and reviewing the Report of Your Licensing Information.
- If you do not have the required number of PTSB Workshop Credits, you will need to include official transcripts showing the appropriate number of college credits which have been completed since your expired permit’s valid date.

Step 8 – Submit your complete application packet to PTSB

- Please ensure that all documentation that is required for your individual license is included.
- Your **complete** application packet should be submitted with the documents listed in the checklist below:

PTSB Educator Permit Application Checklist

(Check the appropriate box next to EACH item included)

<u>Documentation Type</u>	
<input type="checkbox"/>	Application Form Sections I and II – complete and signed
<input type="checkbox"/>	Application Form Section III Individual Permit Requirements
<input type="checkbox"/>	Fee Payment Form with payment attached
<input type="checkbox"/>	Two (2) blue (FBI) fingerprint cards [if applicable]
<input type="checkbox"/>	Official transcript(s) with degree(s) posted on official transcript paper
<input type="checkbox"/>	Institutional Recommendation form(s) – [for School Nurse and ESLI applicants only]
<input type="checkbox"/>	U.S. and Wyoming Constitution Knowledge form with transcripts and/or exams
<input type="checkbox"/>	PRAXIS II scores [for Driver’s Education applicants only]
<input type="checkbox"/>	Verification of Employment form [for Transitional Coaching, PIC, & Native Language applicants only]
<input type="checkbox"/>	Professional Development Plan narrative [for PIC applicants only]
<input type="checkbox"/>	Copies of the front and back of 1 st Aid/CPR cards [for Coaching applicants only]

- Submit your **complete** application packet to:
Professional Teaching Standards Board
1920 Thomes Avenue, Suite 400
Cheyenne, WY 82002

Step 9 – Monitor application processing and application status

- You may check the status of your application at any time by logging in to the PTSB website at <http://ptsb.state.wy.us>.
- Current processing times:

Fingerprints	During the School Year	During the Summer Months
NOT REQUIRED	Two to four weeks	Four to six weeks
REQUIRED	Six to eight weeks	Eight to twelve weeks

- If you do not receive your license within the time frames listed above, please feel free to contact PTSB for more information or a status update.

Help Us Avoid Processing Delays

Our goal is to process your application and issue your Educator Permit in a timely manner. To do that, we ask that you submit your application packet with complete and accurate information. In order to process the volume of applications that we receive and avoid delays, we must return any incomplete applications to the sender unprocessed.

III. INDIVIDUAL PERMIT REQUIREMENTS *continued* – Please indicate which type of permit(s) you are applying for by checking the appropriate box(es) and providing all information required in the corresponding section.

Head Coaching Permit **Application Fee: \$ 50.00**

A Head Coaching Permit is valid for five years. An individual who holds this permit is eligible to coach ONLY the specific sport for which he/she holds a permit, but may be assigned as the Head or the Assistant Coach for that sport.

Note: If you DO NOT meet all requirements for the Head Coaching permit, you may be eligible for a Transitional Coaching Permit. Refer to the Transitional Coaching Permit section of this application (see page 10).

Please indicate the sport-specific area(s) for the Head Coaching Permit for which you are applying:

- Basketball Golf Skiing Swimming Track Wrestling
 Football Gymnastics Soccer Tennis Volleyball

All applicants for a Head Coaching Permit must meet the following requirements:

***Requirements:** Check EACH box below to indicate that you have met the requirement; then indicate how you met the requirement by checking the appropriate item under each (documentation for *each* requirement MUST be attached).

- High School Diploma or GED
- Current 1st Aid/CPR Training – applicants must submit copies of current, valid (front and back) 1st Aid/CPR card(s) OR an **original, signed** letter of verification in place of 1st Aid/CPR card(s) which must include: beginning and end dates of the course(s), instructor's contact information, and expiration date(s) of the 1st Aid/CPR certification(s).
- This requirement has been met by (choose one):
- Red Cross
 American College of Emergency Physicians (ACEP) Sport First Aid Course
 National Federation of Interscholastic Athletic Coaching (NFICEP) Sport First Aid Course
 American Heart Association
- Prevention and Care of Athletic Injuries (equivalent to 2 semester hours)
- This requirement has been met by (choose one):
- College Transcript National Athletic Trainers Association (NATA)
- Scientific Foundations of Coaching
- This requirement has been met by (choose one):
- College Transcript Program Athletic Coaching Education (PACE)
 Passing score on National High School Athletic Coaching Certification Exam
 American Sport Education Program (ASEP) athletic coaching education sports science course
 National Federation of Interscholastic Athletic Coaching (NFICEP) athletic coaching education sports science course
- Prior Coaching Experience or Sport-Specific Training
- This requirement has been met by (choose one):
- Three (3) years of successful experience in each sport checked above as an assistant coach, verified by supervisor on official school letterhead
 Theory of Coaching the Specific Sport met by (choose one): College Transcript Sport-specific techniques and tactics course taken through (NFICEP) or ASEP
- Child Development and Psychology
- This requirement has been met by (choose one):
- A three (3) semester hour course in Lifespan-Human Development
 College Coursework in Child Development and Psychology
- College credit in Child Growth & Development Course Code and Title _____
 AND
 College credit in Adolescent Psychology Course Code and Title _____

III. INDIVIDUAL PERMIT REQUIREMENTS *continued* – Please indicate which type of permit(s) you are applying for by checking the appropriate box(es) and providing all information required in the corresponding section.

Assistant Coaching Permit

Application Fee: \$ 50.00

An Assistant Coaching Permit is valid for five years. An individual who holds this permit is eligible to coach ONLY the specific sport for which he/she holds a permit.

Note: If you DO NOT meet all requirements for the Assistant Coaching permit, you may be eligible for a Transitional Coaching Permit. Refer to the Transitional Coaching Permit section of this application (see page 10).

Please indicate the sport-specific area(s) for the Assistant Coaching Permit for which you are applying:

- Basketball Golf Skiing Swimming Track Wrestling
 Football Gymnastics Soccer Tennis Volleyball

All applicants for an Assistant Coaching Permit must meet the following requirements:

*Requirements: Check EACH box below to indicate that you have met the requirement; then indicate how you met the requirement by checking the appropriate item under each (documentation for *each* requirement MUST be attached).

High School Diploma or GED

Current 1st Aid/CPR Training – applicants must submit copies of current, valid (front and back) 1st Aid/CPR card(s) OR an *original, signed* letter of verification in place of 1st Aid/CPR card(s) which must include: beginning and end dates of the course(s), instructor's contact information, and expiration date(s) of the 1st Aid/CPR certification(s).

This requirement has been met by (choose one):

- Red Cross
 American College of Emergency Physicians (ACEP) Sport First Aid Course
 National Federation of Interscholastic Athletic Coaching (NFICEP) Sport First Aid Course
 American Heart Association

Prevention and Care of Athletic Injuries (equivalent to 2 semester hours)

This requirement has been met by:

- College Transcript National Athletic Trainers Association (NATA)

Scientific Foundations of Coaching

This requirement has been met by:

- College Transcript Program Athletic Coaching Education (PACE)
 Passing score on National High School Athletic Coaching Certification Exam
 American Sport Education Program (ASEP) athletic coaching education sports science course
 National Federation of Interscholastic Athletic Coaching (NFICEP) athletic coaching education sports science course

Prior Coaching Experience or Sport-Specific Training

This requirement has been met by (choose one):

- One (1) year of successful experience as an assistant coach, verified by supervisor on official school letterhead
 Theory of Coaching the Specific Sport

met by (choose one): College Transcript Sport-specific techniques and tactics course taken through (NFICEP) or ASEP

III. INDIVIDUAL PERMIT REQUIREMENTS *continued* – Please indicate which type of permit(s) you are applying for by checking the appropriate box(es) and providing all information required in the corresponding section.

Transitional Coaching Permit **Application Fee: \$150.00**

A Transitional Coaching Permit is valid for three years and is issued when a coaching applicant is unable to meet all of the requirements for a Head or Assistant Coaching Permit or endorsement on a standard teaching license. An individual who holds this permit is eligible to coach **ONLY IN THE SPECIFIC POSITION** for which he/she has been hired.

Note: The Transitional Coaching Permit is valid for three years from date issued. NO extensions will be granted.

I am applying for:

Transitional Head Coaching

Please indicate the sport-specific area(s) for the Transitional Head Coaching Permit for which you are applying:

- | | | | | | |
|-------------------------------------|-------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Skiing | <input type="checkbox"/> Swimming | <input type="checkbox"/> Track | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Football | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Soccer | <input type="checkbox"/> Tennis | <input type="checkbox"/> Volleyball | |

Transitional Assistant Coaching

Please indicate the sport-specific area(s) for the Transitional Assistant Coaching Permit for which you are applying:

- | | | | | | |
|-------------------------------------|-------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Skiing | <input type="checkbox"/> Swimming | <input type="checkbox"/> Track | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Football | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Soccer | <input type="checkbox"/> Tennis | <input type="checkbox"/> Volleyball | |

All applicants for a Transitional Coaching Permit must meet ALL of the following requirements:

***Requirements:** Check EACH box below to indicate that you have met the requirement; then indicate how you met the requirement by checking the appropriate item under each (documentation for **each** requirement MUST be attached).

- High School Diploma or GED
- Verification of Employment form (see page 16) in a coaching position for which the transitional coaching permit will be issued – the specific sport must be indicated
- Current 1st Aid/CPR Training – applicants must submit copies of current, valid (front and back) 1st Aid/CPR card(s) **OR** an **original, signed** letter of verification in place of 1st Aid/CPR card(s) which must include: beginning and end dates of the course(s), instructor's contact information, and expiration date(s) of the 1st Aid/CPR certification(s).
This requirement has been met by (choose one):
 - Red Cross
 - American College of Emergency Physicians (ACEP) Sport First Aid Course
 - National Federation of Interscholastic Athletic Coaching (NFICEP) Sport First Aid Course
 - American Heart Association

Applicants for Transitional Head Coaching must meet the following additional requirement:

- Prevention and Care of Athletic Injuries (equivalent to 2 semester hours)
This requirement has been met by (choose one):
 - College Transcript
 - National Athletic Trainers Association (NATA)

Applicant Signature (All applicants for a Transitional Coaching Permit must sign below)

By signing below, I understand that I have up to three (3) years from the date my Transitional Coaching Permit is issued to complete all additional requirements in order to become fully endorsed as a Head or Assistant Coach.

Applicant Signature _____ Date _____

Fee Payment Form

Make fees payable to PTSB or Professional Teaching Standards Board

Fees are payable by check, money order, cashier's check, or credit card. Checks must be written in black or dark blue ink only. Please be sure the applicant's full name is written on the check.

Individual Application Fees (Permits below are valid for time indicated from date of issue)

Substitute Teacher (5 yr)	\$ 50.00
Lifetime Substitute Teacher	\$ 50.00
School Nurse (5 yr)	\$ 50.00
Substitute School Nurse (5 yr)	\$ 50.00
Educational Sign Language Interpreter (5 yr)	\$ 50.00
Driver's Education (5 yr)	\$ 50.00
Internship (2 yr)	\$ 50.00
Head or Assistant Coach (5 yr)	\$ 50.00
Transitional Coach (3 yr)	\$ 150.00
Professional, Industry & Career (PIC) (5 yr)	\$ 100.00
Native Language (2 yr)	\$ 75.00

Fingerprint Processing Fee

If you have a **current** permit or license from PTSB, you do not have to submit fingerprint cards or pay the fingerprint fee.

Fingerprint fee — \$50

Staple check (written in black or dark blue ink) or money order here
or complete credit card information below:

(PTSB CAN ONLY ACCEPT VISA, MASTERCARD OR DISCOVER)

Applicant's Full Name			Social Security No.					
			-	-				
<input type="checkbox"/> I AM MAKING PAYMENT BY CHECK OR MONEY ORDER.								
<input type="checkbox"/> I AM MAKING PAYMENT BY CREDIT CARD.								
<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Discover				
Cardholder Name (please print):			Credit Card Number:					
			□ □ □ □ - □ □ □ □ - □ □ □ □ - □ □ □ □					
Cardholder Billing Address:			Expiration Date		CVC Code (found on signature line, 3 to 4 digits)			
			□ □ - □ □	□ □ □ □				
Street/PO Box								
City		State		Zip		Cardholder Signature		
						Date		
<i>THIS PAGE WILL BE SHREDDED AFTER PAYMENT HAS BEEN PROCESSED.</i>								

Educator Permit Application Fee(s) \$ _____

Fingerprint Processing Fee (only if you **DO NOT** have a current license or permit from PTSB) \$ _____

(ONE PAYMENT MAY BE SUBMITTED TO COVER ALL APPLICABLE FEES) Total Amount of Fees \$ _____

****All Fees Are Non-Refundable****

VERIFICATION OF EMPLOYMENT

(Transitional Coaching, Native Language, and PIC Applicants Only)

Applicant Information

Applicant's Full Name					Social Security No.				
Address									
Street			City			State		Zip	
Telephone No.					Email address				
Home ()					Work ()				

Transitional Coaching Applicants: the form below should be completed by your HR or athletic director verifying current employment in a coaching position *including the specific sport*.

Native Language Applicants: the form below should be completed by your HR director or school official verifying current employment in a position teaching either the Shoshoni or Arapahoe language.

PIC Applicants: applicants must provide verification of two years of past employment experience in the past five years in the field in which a PIC Permit is being sought. Past employment experience must be beyond the learning period recognized by the occupation. Print multiple copies of this form if necessary.

This Section to Be Completed by the Employer

To the Employer: The above applicant is applying to the Wyoming Professional Teaching Standards Board for an Educator Permit and, as a requirement of his or her approval, must provide proof of past or present employment.

Verification of Present or Past Employment

Dates of Employment		Position Held by Applicant (indicate specific sport(s) for coaches)
From:	To:	

FOR PIC APPLICANTS ONLY — Please provide a brief description of the applicant's work duties and responsibilities — attach additional sheets as necessary.

Authorized Signature

Printed Name			Title	
Company Name or School District (Include District No.)			Telephone No.	
			()	
Address				
Street		City		State Zip
I affirm that the information provided on this Verification of Employment is true and accurate to the best of my knowledge.				
Signature			Date	