

Chapter 5

EXCEPTION AUTHORIZATIONS (EA'S)

Section 1. Exception Authorization (EA) Requirements.

Applicants for an Exception Authorization shall verify employment in a Wyoming school district and verify that the teaching assignment matches the endorsement in which the EA is being sought. An Exception Authorization is issued for up to one (1) year only and is non-renewable for (a), (c) and (d) below. To be eligible for an EA, applicants shall meet the eligibility requirements for options (a), (b), (c) or (d).

(a) Applicants who meet all requirements for a Standard Educator License except submission of the required passing test score shall submit:

- (i) a complete Exception Authorization application; and
- (ii) verification of a degree in Education.

(b) Applicants who are assigned to teach in an area in which they are not currently endorsed but are seeking full licensure in that same endorsement area shall submit:

- (i) a complete Exception Authorization application;
- (ii) verification of a bachelor's degree from a regionally or NCATE accredited institution of higher education;

(iii) proof of extensive training or experience related to the discipline in which licensure is being sought; and

(iv) 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.

(v) A second or third Exception Authorization shall be issued upon verification of the following requirements:

(A) substantial progress toward full licensure;

(B) submission of a complete Exception Authorization application; and

(C) continued employment in the same district in which the initial Exception Authorization was issued.

(c) Applicants who are assigned to teach no more than two (2) class periods outside of their endorsement area(s) for one school year due to unforeseen circumstances. The following shall be submitted:

- (i) current and valid Wyoming Educator License;
- (ii) a complete Exception Authorization application; and
- (iii) a signed statement from the district superintendent verifying:

(A) the assignment is for no more than two (2) class periods, is for one school year only, and is due to unforeseen circumstances; a formal written explanation of the unforeseen circumstances shall be included with the application.

(d) Applicants who are hired by a local school district as an administrator, school counselor, school social worker, school psychologist, speech/language therapist or any other related service position and who do not hold full licensure in the area employed.

- (i) a complete Exception Authorization application;
- (ii) verification of a bachelor's degree from a regionally or NCATE accredited institution of higher education;
- (iii) proof of extensive training or experience related to the discipline in which licensure is being sought;
- (iv) verification of enrollment in an accredited program which can be completed in one year; and
- (v) 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 will be supervised by a fully licensed educator who is endorsed in the area in which the Exception Authorization is issued.

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Section 2. — Limitations.

~~(a) An Exception Authorization for endorsements in school administration, School Social Worker, School Counselor, School Psychologist, or Speech Language Therapist shall only~~

~~be issued at the discretion of the Application Review Committee and only under rare and exceptional circumstances.~~

Chapter 8

RENEWAL REQUIREMENTS FOR EDUCATOR LICENSES AND PERMITS

Section 1. Responsibility. Educator license and permit holders must complete all renewal requirements and submit a complete application for renewal to the Professional Teaching Standards Board prior to the expiration date of the license or permit being renewed.

Section 2. General Provisions. Educator license and permit holders may apply for renewal of their currently held license and/or permit up to six (6) months prior to the expiration date of that license or permit. When application for renewal is initiated prior to the expiration date of the currently held license or permit, the validity date of the license or permit shall not change. The validity date shall begin upon expiration date of the current license or permit.

Section 3. Renewal Requirements. Requirements vary and are specific to the particular license or permit type issued. All renewal credits must be earned within the validity dates of the certificate or permit. Renewal requirements are listed on the reverse side of the individual educator license or permit and in Section 6 of this chapter.

Section 4. Lapsed License or Permit. A license or permit that was not renewed prior to its expiration date has lapsed and is deemed null or void. Applicants whose license has lapsed must apply for reinstatement per Chapter 2, Section 5.

Section 5. Professional Development. Professional development for renewal credit includes the following:

(a) College or University Credits. Graduate or undergraduate college or university credits from an accredited institution of higher education relevant to the endorsement area(s) of the license or permit being renewed.

(b) Professional Teaching Standards Board Workshops. Pre-approved PTSB workshops which may be sponsored by a local district, school, or professional organization.

(c) National Board Certification. Contact hours obtained while working toward National Board Certification.

(d) Continuing Education Unit (CEUs). If licensed in Wyoming with the appropriate licensing agency, individuals may use CEUs to renew an educator license or permit. One (1) CEU credit (seven (7) clock hours) is equal to one-half (1/2) renewal credit. Courses that require less than 7 clock hours cannot be used toward renewal credit.

(e) Professional development that has not been pre-approved by PTSB may be considered for renewal credits if it is relevant to the endorsement area(s) of the license or permit and meets PTSB approval requirements.

Section 6. Renewal Requirements for Educator Licenses and Permits.

(a) Educator License. Valid for up to five years. Five (5) semester hours of university/college credit and/or 75 contact hours are required to renew the Educator License. All endorsement areas on a license shall renew at the time the educator license is renewed.

(b) Educator Permits. Validity periods and renewal requirements vary and are specific to the particular permit type issued. Individual permit requirements are listed on the reverse side of each permit.

(c) Obsolete Licenses. Educators holding the following licenses shall meet the renewal requirements in effect at the time of issuance. Requirements are as follows:

(i) Professional Teaching License. Valid for ten years. A combination of ten (10) semester hours of university/college credit and/or 150 contact hours are required to renew the Professional Teaching license.

(ii) Education Specialist License. Valid for five years. A combination of five (5) semester hours of university/college credit and/or 75 contact hours are required to renew the Education Specialist License.

(iii) Professional Education Specialist License. A combination of ten (10) semester hours of university/college credit and/or 150 contact hours are required to renew the Professional Education Specialist License.

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