



Certification Page Regular and Emergency Rules

Revised May 2014

Emergency Rules *(After completing all of Sections 1 and 2, proceed to Section 5 below)*

Regular Rules

1. General Information			
a. Agency/Board Name Administration and Information, Department of			
b. Agency/Board Address 1920 Thomes Ave. Suite 400		c. City Cheyenne	d. Zip Code 82002
e. Name of Contact Person Ashley Graham (Rageth)		f. Contact Telephone Number 307-777-7291	
g. Contact Email Address ashley.graham@wyo.gov		h. Adoption Date July 21, 2014	
i. Program Teaching Standards Board, Professional			
2. Rule Type and Information: For each chapter listed, indicate if the rule is New, Amended, or Repealed			
If "New," provide the Enrolled Act numbers and years enacted:			
c. Provide the Chapter Number, Short Title, and Rule Type of Each Chapter being Created/Amended/Repealed <i>(Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification)</i>			
Chapter Number: One (1)	Chapter Name: GENERAL REGULATIONS	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Repealed	
Chapter Number: Three (3)	Chapter Name: TERMS AND CONDITIONS FOR EDUCATOR LICENSE ENDORSEMENTS	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Repealed	
Chapter Number: Five (5)	Chapter Name: EXCEPTION AUTHORIZATIONS (EA'S)	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Repealed	
Chapter Number: Six (6)	Chapter Name: PERMITS	<input type="checkbox"/> New <input checked="" 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 Repealed	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 Repealed	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 Repealed	
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 Repealed	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 Repealed	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 Repealed	
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed	
d. <input checked="" type="checkbox"/> The Statement of Reasons is attached to this certification.			
e. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing:			

3. State Government Notice of Intended Rulemaking

- a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the **Secretary of State**: May 29, 2014
- b. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the **Legislative Service Office**: May 29, 2014
- c. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the **Attorney General**: May 29, 2014

4. Public Notice of Intended Rulemaking

- a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. Yes No N/A
- b. A public hearing was held on the proposed rules. Yes No

If "Yes:"	Date:	Time:	City:	Location:

5. Final Filing of Rules

- a. Date on which the Certification Page with original signatures and final rules were sent to the **Attorney General's Office for the Governor's signature**: July 22, 2014
- b. Date on which final rules were sent to the **Legislative Service Office**: July 22, 2014
- c. Date on which a PDF of the final rules was electronically sent to the **Secretary of State**: July 22, 2014

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

Signature of Authorized Individual
(Blue ink as per Rules on Rules, Section 7)

Printed Name of Signatory

Andrea Bryant

Signatory Title

Executive Director

Date of Signature

July 22, 2014

7. Governor's Certification

I have reviewed these rules and determined that they:

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

Therefore, I approve the same.

Governor's Signature

Date of Signature

Attorney General: 1. Statement of Reasons; 2. Original Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; and 5. Memo to Governor documenting emergency (for emergency rules only).

LSO: 1. Statement of Reasons; 2. Copy of Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; 5. Electronic copy of rules (PDFs) emailed to Criss.Carlson@wyoleg.gov: clean and strike/underscore; and 6. Memo to Governor documenting emergency (for emergency rules only).

SOS: 1. PDF of clean copy of rules; and 2. Hard copy of Certification Page as delivered by the AG.

Professional Teaching Standards Board

1920 Thomes Avenue – Suite 400
Cheyenne, Wyoming 82002-0190
<http://ptsb.state.wy.us>



Ph (307) 777-7291
Fax (307) 777-8718
Toll Free 800-675-6893

Statement of Reasons

NCATE to CAEP changes for Chapter 1, 3, 5, and 6

As of July 1, 2013, the National Council for Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) consolidated into the Council for the Accreditation of Educator Preparation (CAEP), making CAEP the new, sole specialized accrediting agency for educator preparation. The Rule changes regarding NCATE are to realign PTSB with CAEP. Until all universities and colleges complete the next round of accreditation, PTSB recognizes programs which are either accredited by NCATE or CAEP.

DOC Limitation changes for Chapter 3

The Demonstration of Competency (DOC) is Wyoming's alternative route for adding teaching endorsements. The quality of teachers in Wyoming is of the utmost importance to the Professional Teaching Standards Board (PTSB). The PTSB must ensure that educators have completed proper training prior to being licensed/endorsed to teach. The potential negative impact it can have on students when educators lack the proper training can be tremendous.

It is the Board's intent that the Demonstration of Competency be limited to teachers adding additional academic content areas (teaching areas). Limitations were put in place when the DOC was originally created, however PTSB has identified a loop-hole in its Rules that allows for a non-teaching licensee (school counselors, school nurses, school speech language pathologists, etc.) to add teaching endorsements to a License without ever being required to complete the proper teacher preparation. Further, the current PTSB Rules do not limit the grades of those added endorsements to only those grades for which *teaching* endorsement(s) are currently held by the educator. Many of the non-teaching endorsements are K-12 endorsements, so this loop-hole gives educators full flexibility of adding teaching endorsements at any of the grade levels.

The proposed Rule Change specifies that only educators who hold a teaching endorsement may add additional academic content areas (teaching areas) to a License via this alternative route and only at the grade level(s) of those current teaching endorsements. Educators who do not hold a teaching endorsement would be required to complete an approved teacher preparation program ensuring that proper training is completed before being allowed in the classroom.

Board Approval

The PTSB voted to proceed with Rule Changes for Chapter 1 regarding definition updates, with Chapter 3 regarding Demonstration of Competency Limitations and updating NCATE to CAEP, and with amending both Chapters 5 and 6 to remove reference to NCATE on April 28, 2014 at its public Board meeting. **The PTSB Board voted to adopt the Chapter 1, 3, 5, and 6 Rule change at its public Board Meeting on July 21, 2014.**

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Summary of Public Comments

The Professional Teaching Standards Board held a comment period for the Chapter 1, 3, 5, and 6 Rule Change from May 29, 2014 to July 14, 2014. No comments were received during the comment period.

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).

(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 preparation program.

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

(g) **Council for the Accreditation of Educator Preparation (CAEP).** A nonprofit and nongovernmental agency that accredits educator preparation providers (EPPs). CAEP was created with the October 2010 adoption of a motion to consolidate the National Council for Accreditation of Teacher Education (NCATE) and the Teacher

Education Accreditation Council (TEAC) by the boards of the two organizations. CAEP became operational on July 1, 2013.

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

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

(j) **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).

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

(l) **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.

(m) **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.

(n) **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.

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

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

(q) **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.

(r) **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.

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

(t) 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.

(u) Nationally Certified or Licensed Service Providers. Service providers who are certified by the national certifying body for that occupation. This applies to nurses, National Association of School Nurses; physical therapists, American Board of Physical Therapy Specialties; occupational therapists, National Board for Certification in Occupational Therapy Inc.; social workers, National Association of Social Workers; counselors, National Board for Certified Counselors; speech pathologists and audiologists, American Speech-Language Hearing Association; and school psychologists, National Association of School Psychologists.

(v) 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.

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

(x) Out-of-state Applicant. An applicant who completed a teacher education preparation program in a state other than Wyoming.

(y) Permit. The document that verifies all requirements have been met for a Wyoming Educator Permit at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's preparation, training, and experience.

(z) 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.

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

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

(cc) Program Review. The process by which PTSB, CAEP, or CAEP 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.

(dd) 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.

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

(ff) Related Services. Related Services include School Social Workers, School Psychologists, School Counselors, Speech Pathologists, and Nurses.

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

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

(ii) Specialized Professional Association (SPA). A member of CAEP that is 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).

(jj) State Partnership Agreement. A formal agreement between a state and 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.

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

(ll) Waiver. Suspension of the licensure regulations granted by the Professional Teaching Standards Board under special circumstances at the request of the applicant.

Chapter 1

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(n)(o) In-state Applicants. An applicant who completed their teacher education preparation program at an accredited Wyoming institution of higher education.

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

(p)(q) 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.

(q)(r) 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.

~~(+)~~(s) Lapsed License or Permit. A ~~license~~-License or ~~permit~~-Permit that was not renewed prior to its expiration date and is, therefore, null and void.

~~(s)~~(t) 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.

~~(+)~~(u) Nationally Certified or Licensed Service Providers. Service providers who are certified by the national certifying body for that occupation. This applies to nurses, National Association of School Nurses; physical therapists, American Board of Physical Therapy Specialties; occupational therapists, National Board for Certification in Occupational Therapy Inc.; social workers, National Association of Social Workers; counselors, National Board for Certified Counselors; speech pathologists and audiologists, American Speech-Language Hearing Association; and school psychologists, National Association of School Psychologists.

~~(v)~~ 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.

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education program to determine if it meets the standards adopted by PTSB for the preparation of school personnel.

~~(z)~~(dd) 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.

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

~~(bb)~~(ff) Related Services. Related Services include School Social Workers, School Psychologists, School Counselors, Speech Pathologists, and Nurses.

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

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

(ii) Specialized Professional Association (SPA). A member of CAEP that is 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).

(jj) State Partnership Agreement. A formal agreement between a state and 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.

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

~~(ff)~~(ll) Waiver. Suspension of the licensure regulations granted by the Professional Teaching Standards Board under special circumstances at the request of the applicant.

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/>)

(i) Applicants who have never held a Wyoming License with the Professional Teaching Standards Board 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 accredited institution shall meet all requirements pursuant to Chapter 2, Section 6.

(ii) Applicants whose Wyoming License has lapsed are not eligible for Chapter 3, Section 2 (a) (i).

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. Out-of-state applicants seeking added endorsements through reciprocity shall meet all out-of-state requirements pursuant to Chapter 2, Section 6 of these rules and regulations and provide verification of successful 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:

(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 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:

(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.

(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.

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

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

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

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/>)

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

(ii) Applicants whose Wyoming License has lapsed are not eligible for Chapter 3, Section 2 (a) (i).

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. Out-of-state applicants seeking added endorsements through reciprocity shall meet all out-of-state requirements pursuant to Chapter 2, Section 6 of these rules and regulations and provide verification of successful 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:

(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 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:

(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 ~~a~~-Demonstration of Competency.

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

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

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

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

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 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;

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

(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 shall submit:

- (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 shall submit:

- (i) a complete Exception Authorization application;
- (ii) verification of a bachelor's degree from a regionally 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.

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 National Council for Accreditation of Teacher Education (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.

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- (iv) verification of enrollment in an accredited program which can be completed in one year; and

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(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.

Chapter 6

PERMITS

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

Section 2. Permits. An Educator Permit, granted for a specified period of time and function, shall indicate the grade level(s) and specialization area(s) appropriate to the applicant's preparation, training, and experience. Unless otherwise noted, Permits are issued for five years and may be renewed by meeting standard renewal requirements (see Chapter 8 of these rules and regulations).

(a) Athletic Coaching Permits. See Chapter 7, COACHING.

(b) Classroom Substitute Permit. An applicant shall meet the following requirements:

(i) possess a high school diploma or General Educational Development (GED) Certificate; and

(ii) complete a minimum of 65 semester hours at a regionally accredited institution of higher education; or

(iii) complete 24 clock hours of in-service to assure competency in:

(A) age level communication skills;

(B) use and application of lesson plans;

(C) use of instructional technology;

(D) professional attitude, behaviors, and dispositions; and

(E) complete an additional thirty (30) clock hours of observation to qualify for a Classroom Substitute Permit at all grade levels; ten (10) clock hours of classroom observation at each level is required (elementary, junior high/middle, and high school).

(c) Consultant Specialist Permit. Issued for one year. The following requirements must be met:

(i) the applicant shall complete a bachelor's degree from an accredited institution of higher learning;

(ii) the applicant shall be highly and uniquely qualified for the educational position assigned to teach; and

(iii) the local school district shall request the issuance of the Permit.

(d) Domestic Teacher Exchange Permit. Issued for one year. An applicant shall have training and experience and hold a current and valid teaching license from the originating state.

(e) Driver's Education Permit. Per W.S. 21-7-303 (c) an individual is eligible to teach driver's education in a Wyoming school district for three (3) years without an Educator License or Permit in a school district. Following the three (3) years of employment, an applicant shall meet the following requirements:

(i) verification of a current and valid Wyoming driver's license.

(ii) verification of a high school diploma or General Educational Development (GED) certificate.

(iii) a passing score on an exam approved by Professional Teaching Standards Board.

(f) Educational Sign Language Interpreter (ESLI). Effective June 1, 2011, all interpreters shall hold a Permit to function in a public school as an Educational Sign Language Interpreter. An applicant shall meet the following requirements:

(i) submit an Institutional Recommendation from an accredited institution of higher learning; or

(ii) document national certification; or

(iii) obtain a score of 3.5 or greater on the Educational Interpreter Performance Assessment (EIPA) in one of the following areas of sign language: American Sign Language (ASL), Manually-Coded English (MCE), or Pidgin Sign Language (PSE); or

(iv) document successful, full-time experience as an interpreter in a public school setting three (3) out of the last six (6) years, and obtain a score of 3.2 or greater on the EIPA in one of the following areas of sign language: American Sign Language (ASL), Manually-Coded English (MCE), or Pidgin Sign Language (PSE).

(A) To renew a Permit issued under this requirement the applicant shall obtain a score of 3.5 or greater on the EIPA in addition to all other standard renewal requirements.

(g) Internship Permit. Issued for two years and is not renewable. An applicant shall meet the following requirements:

(i) the applicant shall be enrolled in a regionally accredited professional education program;

(ii) the internship shall be required for completion of the professional education program;

(iii) the applicant shall be supervised by a licensed and endorsed educator on the staff of the cooperating district.

(h) Lifetime Substitute Permit for Retired Teachers.

(i) A Lifetime Substitute Permit may be issued to a previously licensed teacher who held a current and valid license at the time of retirement and who retired from the teaching profession in the last five years.

(ii) This Permit does not have to be renewed and does not require any additional credits but may be subject to discipline pursuant to Wyoming Statute 21-2-801 (c) and Chapter 9 of these rules and regulations.

(i) Native Language Permit. This two (2) year Permit, which may be renewed, is granted in compliance with W.S.21-2-802 (a) (ii) (A) and is reserved solely for the Arapahoe and Shoshoni languages. An applicant shall meet the following requirements:

(i) document Tribal Council approval which determines the applicant's proficiency and capability for teaching the language, and

(ii) verify employment with a school district to teach the Arapahoe or Shoshoni Language.

(j) School Nurse Permit. A School Nurse shall hold a current and valid License as a registered professional nurse (RN) by the Wyoming State Board of Nursing.

(k) Professional, Industry, and Careers (PIC) Permit. The regulations for this Permit apply only to instructors of career and technical education subjects. A bachelor's degree, or higher degree, in the specific discipline is required for applicants seeking a Permit in Agriculture, Business, Family and Consumer Science, Technology, or Industrial Arts. An applicant shall meet the following requirements:

(i) the applicant must hold a high school diploma or its equivalent;
and

(ii) the applicant is required to have a minimum of two (2) years work experience, in the past five years, beyond the learning period recognized by the occupation; and

(iii) the applicant must hold a valid Wyoming License for the trade or occupation if required to practice.

(1) Visiting Foreign Teacher Permit. Issued for one year. A visiting foreign teacher must be an experienced and certified/licensed teacher in the applicant's native country.

(i) Fluency. A visiting foreign teacher must be able to speak and write the English language fluently as demonstrated by a passing score on a PTSB approved test of English proficiency.

Chapter 6

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