



Staff Certification and Misassignment Guide



Wyoming Department of Education

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Table of Contents

Timeline..... 3

Introduction 4

Frequently Asked Questions..... 4

Guidebooks 6

Support Professionals: Websites 7

PTSB Permit Types 7

District Leadership..... 8

School Leadership..... 9

District Office..... 10

Teachers/IFs/Tutors..... 15

Librarians 25

Special Education Teachers..... 26

Substitutes 29

Education Support Services 29

Licensure Information for Additional Personnel..... 33

Coaches/Athletic Directors..... 34

Paraprofessionals/Aides 36

Timeline

Phase 1: Data Entry & Flagging

- **October 1–31:** Districts enter WDE 602 data.
- **November 1–30:** Data Team runs analysis to flag potential misassignments.
- **November – December:** The WDE 602 submission and resubmission window is closed.

Phase 2: Review & Initial Contact

- **December 1:** Data Team sends potential misassignment info to Accreditation Team.
- **December 1–31:** Accreditation Team performs the first review of potential misassignments.
- **By January 5:**
 - Accreditation Team notifies districts of initial findings via email.
 - WDE 602 resubmission window reopens.

Phase 3: Correction & Collaborative Review

- **January 5–20:**
 - Districts resubmit WDE 602 data with corrected information or provide explanations to Accreditation Team.
 - Data Team reviews resubmitted data and adds it to the 602 spreadsheet.
- **January 21 – February 20:**
 - Accreditation Team reviews resubmission notes and updates final determinations.
 - Districts complete additional resubmissions or communicate updated information to Accreditation Team.
 - Accreditation Team informs Districts of cleared assignments and collaborates with Districts, PTSB, and Data Team on remaining questions.

Phase 4: Finalization & Formal Notification

- **February 21–24:** Data Team adds final resubmitted information to the 602 spreadsheet.
- **February 25–28:**
 - Accreditation Team shares information on remaining misassignments with Leadership and completes final determinations.
 - Accreditation Team prepares misassignment/payback letters and submits them to Leadership for signature.
- **March 1:** Accreditation Team sends final letters to Districts.

Phase 5: Resolution & Final Reporting

- **March 1 – April 1:** Districts work with Finance to settle payback situations.
- **April 1:** Accreditation Team verifies the status of payback with the Finance Team and contacts districts as necessary.
- **May 1:** Deadline for all payments to be received by the WDE from Districts.
- **May:** Accreditation Team presents findings to the State Board of Education (SBE).

District Responsibilities at a Glance

To ensure compliance and avoid misassignment penalties, district officials should focus on these four critical windows:

DATE	DISTRICT ACTION REQUIRED
Oct 1 – Oct 31	Primary Submission: Enter all WDE 602 staff data.
Jan 5 – Jan 20	Correction Window: Resubmit corrected 602 data or provide formal explanations for flags.
Jan 21 – Feb 20	Collaboration: Communicate with Accreditation team to clear remaining questions.
Mar 1 – May 1	Resolution: Work with WDE Finance to settle any payback situations and ensure payment is received by May 1st.

Introduction

Annually the Wyoming Department of Education (WDE) verifies staff certification to ensure all assignments are filled with appropriately licensed personnel. Maintaining proper certification alignment is a vital core component of annual [school district accreditation](#). Beyond legal compliance with Wyoming State Statute ([W.S.21-7-303\(a\)](#)), accurate staffing data directly impacts the state funding model and populates public statistical summaries, which include mandatory newspaper reports. This guide is designed to provide clear, actionable answers to help districts verify assignment rules, determine accurate licensure, and seamlessly navigate reporting data to prevent errors. For any unique scenarios or further clarification, please contact the WDE Accreditation Team directly at wde-accreditation@wyo.gov.

Frequently Asked Questions

What is a misassignment?

A misassignment occurs when an employee renders services without the proper certification required by Wyoming law.

W.S.21-7-303(a): “no person shall teach or supervise in a public school in this state and receive compensation therefor out of any public fund who at the time of rendering such services is not a holder of or candidate and qualified for a certificate or permit issued or to be issued under the laws of this state and the rules and regulations of the Wyoming Professional Teaching Standards Board pursuant to W.S.21-2-802.”

How does WDE identify these issues?

The WDE cross-references district submitted data (WDE 602 and WDE 684) with the Professional Teaching Standards Board ([PTSB](#)) database annually to verify all licensed staff are correctly assigned based on their specific certification.

Which roles are checked for proper certification/assignment alignment?

WDE verifies that all teachers are appropriately assigned for the subject area and grade level(s) they teach, and that all courses offered by Wyoming schools are taught by a Wyoming certified teacher. The appropriate certification for other certified staff (e.g., administrators, coaches, counselors, and other support staff) is also verified.

How is a “candidate” defined for accreditation purposes?

Wyoming Statute W.S.21-7-303(a) allows an individual to teach or supervise in a public school and receive compensation if they are either a current certificate holder or a qualified candidate for a certificate or permit. WDE and PTSB define a candidate as an individual who has a completed application packet with PTSB. Once a fully completed application packet has been acknowledged by PTSB the individual meets the definition of a candidate under the law. While in this candidacy status, the applicant is legally authorized to teach in a matching assignment and be compensated while their licensure is being processed, and the assignment will not be considered a misassignment.

What resource is available to verify if a teacher is correctly matched to a specific course?

The [Reportable Combinations](#) document is provided directly to district personnel responsible for completing the annual staffing data collections. This document serves as the primary master file and provides the majority of the reference information needed to determine whether staff members are appropriately assigned to their courses.

What happens if a misassignment is identified after the verification process?

The WDE Accreditation Team will notify a district about final misassignment determinations via a letter sent to the Superintendent by March 1st. The letter will outline the misassignments and all payback information. The district is required to inform the department of corrective action to resolve the misassignment(s) and a plan to ensure the issue does not reoccur. If a district has repeated staff misassignments in more than 2 out of 5 consecutive years, it may face a formal recommendation of a lowered accreditation status for at least one year. Please see the Timeline section of this Guidebook for further information on Notification and Resolution.

What is the difference between an assistant and head coaching endorsement?

There is no longer an assistant coach endorsement, only a coaching endorsement. Any person holding a coaching endorsement in a specific sport can be a head coach for that sport. If a person holds a coaching endorsement in any sport they can be an assistant coach for any sport.

Can a person holding an ALT (Alternative, Non-Traditional, At-Risk Program Teacher) endorsement teach any content area course?

A teacher holding this endorsement can teach any content in an alternative school as long as at least one course is taught in the teacher’s regular, endorsed content area. Please see the Teacher - Special Populations section in this Guidebook for more information.

What are the most common reasons for identification of a potential misassignment and how can these situations be avoided or corrected?

Most flags are administrative or data-driven and can be resolved through careful verification.

REASON	HOW TO AVOID
Grade Level Band Discrepancy	Ensure the Low Grade and High Grade fields reflect the specific assignment, rather than the grades the school serves or the staff member's endorsements/certification as is outlined in the WDE602/WDE652 Guidebook. ▪ If the assignment is for 1st grade then the low grade field should be 01 and the high grade field should be 01. ▪ If the assignment is for middle or high school, low and high grade fields should reflect the grades being taught.
Incorrect Assignment Codes	Ensure the assignment code matches the endorsement(s) held by the staff member. ▪ If assignments from a previous staff member have rolled over to a new staff member, check that the assignments match the new staff member's endorsement(s).
Lacking or Lapsed Certification/Endorsement(s)	Ensure the staff member holds or is a candidate for the appropriate certification/endorsement for the assignment. ▪ A fully completed application packet acknowledged by PTSB is required for the staff member to be considered a candidate. See candidate explanation in question on page 5 of this document.
Coaching Endorsement Issues	Ensure that the staff member holds or is a candidate for the appropriate endorsement for the assignment. ▪ Individuals with a head coach assignment must hold a coaching endorsement for that sport. ▪ Individuals with an assistant coach assignment must hold a coaching endorsement for any sport.

Guidebooks

[Coaching Endorsement Requirements](#) - Wyoming PTSB

[Computer Science Endorsement Q&A](#)

[Data Collection Suite](#) - Forms Inventory

[Exception Authorization](#)

[Hathaway Approved Courses](#)

[2022 Reference Guide to Endorsements](#)

[PTSB Rules](#)

[Reportable Combinations](#)

[SCED Secondary School Course Classification System](#)

[MicroCredentials](#)

Support Professionals: Websites

[Nursing License Lookup](#)

[Occupational Therapist License Lookup](#)

[PT License Lookup](#)

[Speech Therapy License Lookup](#)

[Wyoming Mental Health License Lookup](#) - Counselors, Social Workers, Therapists

PTSB Permit Types (Updated Annually)

Exception (Emergency/Provisional Credential Staff)

A	Temporary Employment Permit
CEA	COVID19 Exception Endorsement
CS	Consultant Specialist Permit
R	Provisional Permit
T	Transitional Coaching Permit
U	Substitute Permit
W	Exception 1 Year Permit
WA1	Substitute Permit
WA2	Exception Authorization Option #1 Praxis Elementary Education
WAR	Exception Authorization Option #7
WB	Exception Authorization Option #2
WC	Exception Authorization number 6 (Computing Technology)
WD	Exception Authorization Option #3 & #4
WL	Exception Authorization number 5 (Dual Language Immersion)
WP	Exception Authorization Option #4
X	Exception Permit
Y	Internship Permit
Z	Collaboration Permit

Endorsed (Fully Endorsed staff)

C	Trade and Technical (PIC) Permit
DE	Driver Education Permit
E	Education Specialist (Admin) Standard Permit
ES	Educational Sign Language Interpreter Permit
F	Education Specialist (Admin) Professional Permit
G	Head Coach Permit

N	School Nurse Permit
NL	Native Language Permit
O	Permanent Professional (Lifetime) Permit
P	Professional Permit
S	Standard Permit
SL	Standard License
V	Visiting Foreign Teacher Permit

District Leadership

District Leadership

Superintendent - SUP

- Per W.S. 21-7-303 (d) "A person may be employed as superintendent of schools by any district board of trustees without holding or being qualified for certification by the Wyoming Professional Teaching Standards Board pursuant to W.S. 21-2-802." PTSB does offer a Superintendent endorsement, which is optional.

Assistant Superintendent - ASU

- W.S. 21-2-802.
- W.S. 21-3-308(h) states: Charter Schools: Those teachers employed on a full-time basis in the charter school system shall be subject to the same requirements with respect to certification by the Wyoming professional teaching standards board under W.S. 21-2-802 and other qualifications as any other teachers authorized to teach in Wyoming public schools.

Personnel/HR Staff

Personnel/HR Director - PDR

- If this person supervises others, they must hold an administrative certification from PTSB.

Personnel/Business Manager

Business Manager - BMG

- Non-certified/Licensed.

Computer/Technology Services Director

Technology Coordinator or Director - COM

- Non-certified/Licensed.

Curriculum Coordinator

Curriculum Coordinator - Supervisory - CCD

- W.S. 21-2-802.
- This person must hold an administration endorsement in order to supervise.

Curriculum Coordinator - NON - Supervisory - CCN

- W.S. 21-2-802.
- This person must hold PTSB certification.

School Leadership

Assistant Principal - APR

- W.S. 21-2-802 and Assist school administration (Principal and Assistant Principal) with discipline issues, including authority to suspend students; in-school suspension lab administrator; serving as supervising administrator at events; following up on students who are repeatedly absent, coordinating with courts and police department on truancy issues. Above functions require principal, director, counselor, or superintendent endorsement: "§ 21-4-305 - Suspension or expulsion; authority; procedure (a) The board of trustees of any school district may delegate authority to disciplinarians chosen from the administrative and supervisory staff to suspend any student from school..."
- Requirements for an Administrator Endorsement:
 - You must hold Wyoming Licensure in a teaching field.
 - You must have completed an educational leadership program, from a nationally or regionally accredited college/university, which leads to an Institutional Recommendation in Educational Leadership, School Principal, Educational Administrator, or other endorsement area equivalent to the endorsement level you are seeking.

Dean of Students - DNS

- W.S. 21-2-802.
- An administrative or counseling certificate is needed if the Dean of Students is supervising staff. A Dean of Students, "Assist school administration (Principal and Assistant Principal) with discipline issues, including authority to suspend students; in-school suspension lab administrator; serving as supervising administrator at events; following up on students who are repeatedly absent, coordinating with courts and police department on truancy issues. Above functions require principal, director, counselor, or superintendent endorsement: "§ 21-4-305 - Suspension or expulsion; authority; procedure (a) The board of trustees of any school district may delegate authority to disciplinarians chosen from the administrative and supervisory staff to suspend any student from school..."
- *Must have an admin or school counselor endorsement/license. Can obtain an exception authorization or internship permit if working through a program.

Daycare Coordinator - DYC

- Delivering and managing the Daycare Program, for preschool aged children, in order to ensure a safe, developmentally appropriate environment for children. Duties include: Managing the daycare budget and supervising daycare attendants; plan and implement activities to meet the physical, emotional, intellectual and social needs of the children; ensuring nutritious snacks and lunches.

Intern - Principal - IPR

- W.S. 21-2-802.
- Interns are required to be supervised by a professional who is fully licensed in the same endorsement area in which the internship permit is issued. A person holding a current Principal Intern license from PTSB can be hired and paid as staff.

Principal - PRI

- W.S. 21-2-802.
- Requirements for an Administrator Endorsement:
 - You must hold Wyoming Licensure in a teaching field.
 - You must have completed an educational leadership program, from a nationally or regionally accredited college/university, which leads to an Institutional Recommendation in Educational Leadership, School Principal, Educational Administrator, or other endorsement area equivalent to the endorsement level you are seeking.

District Office

[PTSB Endorsement Code Website](#)

District Central Office Staff

Central Office Staff - Professional - CSP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

Central Office Staff - Classified - CSC

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Central Office - Secretary/Clerical - SCC

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Business Office Staff

Business Office Staff - Professional - BSP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts. Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Business Office Staff - Classified - BSC

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Business Office Secretary/Clerical - BSS

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Board of Trustees Support Staff - BRD

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Personnel/HR Staff

Professional Development Coordinator or Trainer - PHT

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

Personnel/HR Support Staff - Professional - PHP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

Personnel/HR Support Staff - Classified - PHC

- Regular clerical personnel should be reported as the Classified of Secretary/Clerical code.

Computer/Technology Services Staff

Computer/Network, Library Media Technician - CNT

- A Library Media Tech can oversee a library and is reported as CNT.

Food Services Staff

Food Service Director - FDR

- Non-certified/Licensed.

Food Service Manager/Head Cook - FHC

- Non-certified/Licensed.

Nutrition Services Coordinator - NSC

- Non-certified/Licensed.

Cooks and Servers - FDS

- Non-certified/Licensed.

Operations and Maintenance Office and Services Staff

Facilities Coordinator - FCR

- Point of contact for persons using the facility after regular school hours, may be responsible for securing the property. This assignment code is not to be used if these duties are performed by the Operations and Maintenance Supervisor or Head Custodian.

New Construction Manager - NCM

- An individual who provides construction consultant/management services to the district throughout the design and construction phases of a project. May be responsible for cost estimating, value engineering, project subcontracts, coordination of all construction activities, and purchase orders. Must be on the district payroll.

Operation and Maintenance Head Groundskeeper - OHG

- Non-certified/Licensed.

Operation and Maintenance Custodian - OPC

- Non-certified/Licensed.

Operation and Maintenance Groundskeeper - OPG

- Non-certified/Licensed.

Operation and Maintenance Head Custodian - OPH

- Non-certified/Licensed.

Operation and Maintenance Staff - OPM

- Non-certified/Licensed.

Operation and Maintenance Director/Assistant Director - OPS

- Coordinates and Supervises.
- Non-certified/Licensed.

Title 1 Office Staff

Title 1 Support Staff - Classified - TIC

- Non-certified/Licensed.

Title 1 Support Staff - Professional - TIP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

Title 1 Secretary/Clerical - TIS

- Non-certified/Licensed.

Title 1 Administrator/ Coordinator - TTL

- If the person supervises others they will need an administrator certification (otherwise this is a non-certified/licensed position).

Transportation Office and Services Staff

School Bus Drivers - BDR

- Non-certified/Licensed.

Bus Mechanics - BMC

- Non-certified/Licensed.

Transportation Secretary/Clerical - TRN

- Non-certified/Licensed.

Transportation Maintenance Worker - TRM

- Non-certified/Licensed.

Transportation Director/ Assistant Director - TRS

- Coordinates and Supervises.
- Non-certified/Licensed.

Transportation Support Staff - Classified - TSC

- Non-certified/Licensed.

Transportation Support Staff - Professional - TSP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

School Staff

School Office Staff/Classified Instructional Staff Support - SSI

- Non-certified/Licensed.

School Office Staff/Classified Student Support Services - SSS

- Non-certified/Licensed.

School Secretary/Clerical Staff - SCB

- Non-certified/Licensed.

Special Education Office Staff

SPED Director or Assistant Director - Supervisory - XDS

- W.S. 21-2-802.
- Endorsement required if supervising licensed staff (Principal endorsement will also work).

SPED Director or Assistant Director - NON-Supervisory - XDN

- This person must hold a minimum of teacher certification in special education. Cannot supervise staff.

SPED Case Manager (Non-Supervisory) - XCM

- Non-supervisory position responsible for overseeing compliance of IDEA requirements. Schedules and facilitates meetings related to IEPs.

SPED Office Support Staff - Professional - XFP

- A new professional staff - non certified/licensed assignment level has been added to accommodate the reporting of mid level, exempt staff performing higher duties; typically these codes will be used by larger districts.

SPED Office Support Staff - Classified - XFC

- Non-certified/Licensed.

SPED Secretary/ Clerical Staff - XCL

- Non-certified/Licensed.

Other District and School Office Positions

At-Risk Student Case Manager or Transition Coordinator - OTHER THAN SPED - ARC

- W.S. 21-2-802 Titles could include Cultural Facilitators, Home to School Liaisons, Attendance Facilitators, Graduation Facilitators, etc. **See teacher section.
- Coordinates services provided to students, identified as “at-risk” by a district, in a school or community, but does not work directly with students in a counseling or instructional capacity. Duties do not include special education case management or transition services.

Career/Post - Secondary Opportunity Coordinator - CDV

- Coordinates post-secondary opportunities including career/vocational, scholarships, or other similar programs. This position does not work directly with students in a counseling or instructional capacity.
- Non-certified/Licensed.

Grants Management and/or Federal Program Administrator (other than Title I or Title III) - CGM

- Responsible for the business management aspects of grants and cooperative agreements, including review, negotiation, administration, and interpretation of grant policies and provisions. Ensuring grant requirements and reporting are properly executed. Duties may include grant writing.
- Non-certified/Licensed

Distance Education Coordinator - DEC

- Non-certified/Licensed.

English Learner Director or Assistant Director (Including Title III Admin, if applicable). Formerly “English as a Second Language”. - ELR

- English Learner Program Coordinator and/or the contact for the Title III program. Note: EL (English Learner) is synonymous with ESL, ELL, and LEP.
- Non-certified/Licensed.

Grant Writer - FGW

- The individual who seeks funds to support a proposed project. The grant writer is responsible for the development of the proposal.
- Non-certified/Licensed.

Security/Resource Officer - SRF

- School Resource Officers help keep order, investigate crimes and enforce the law in and around schools, while they communicate the importance and consequences of the legal system to students. Other duties include building security; basic security checks in buildings, parking lots, and other locations where school activities take place.
- Non-certified/Licensed.

Wellness Coordinator/ Consultant - WCC

- Non-certified/Licensed.

Assessment Coordinator or Assistant Coordinator - ACC

- Non-certified/Licensed.

Student Support (NON Cert./Lic.)

Advisor/Sponsor - Any Club Activity During NON-Instructional Hours - ADV

- Examples: Advisor/Sponsors (at non-credit earning events) for FBLA, science club, musical accompanist, cheerleading coach, drama/stage assistants, school activity chaperone, senior class sponsor, weight room supervisor, etc. NOTE: Does NOT include athletics coaches.

Community Support Specialist - OTHER THAN SPED - CSD

- District or school representative working in the community in capacities that DO NOT require certification or licensure. Duties may include:
 - Facilitating interaction between communities, families, and schools, tracking down truant students.
 - Coordinating with courts and the police department on truancy issues.
 - Attending juvenile court hearings.
 - Ensuring ongoing education of students transitioning in-and-out of juvenile detention and rehabilitation centers.
 - Native American liaison.
 - Home school coordination.
 - Assisting families with Limited English Proficient students.

Early Childhood/Daycare Provider - DYA

- Caregiver of preschool aged children. Meeting physical needs such as changing diapers and feeding, engaging the children in individual and group play, as well as quiet time and physical activity.

Hearing Screening Technician - OTHER THAN SPED - HST

- Non-Certified/Licensed.

Job Coach - OTHER THAN SPED - JBC

- Non-Certified/Licensed.

Vision Screening Technician - OTHER THAN SPED - VST

- Non-Certified/Licensed.

Community Support Specialist - SPED - XCS

- District or school representative working in the community in capacities that DO NOT require certification or licensure. Duties may include:
 - Facilitating interaction between communities, families, and schools, tracking down truant students
 - Coordinating with courts and the police department on truancy issues.
 - Attending juvenile court hearings.
 - Ensuring ongoing education of students transitioning in-and-out of juvenile detention and rehabilitation centers.
 - Native American liaison.
 - Home school coordination.
 - Assisting families with Limited English Proficient students.

Hearing Screening Technician - SPED - XHS

- Non-Certified/Licensed.

Job Coach - SPED - XJB

- Non-Certified/Licensed.

Vision Screening Technician - SPED - XVS

- Non-Certified/Licensed.

Teachers/Instructional Facilitators/Tutors

[PTSB Endorsement Code Website](#)

Head Teacher and Department Chair

Head Teacher - HTC

- W.S. 21-2-802.
- Reported as Additional Pay Only.

Department Chair - DPC

- W.S. 21-2-802.

Teacher - Other

Student Teacher - STT

- W.S. 21-2-802.
- Student teachers can be paid. They must have their sub permit and would be under a mentor teacher's supervision. This code does not give the student teacher any years of experience.

At-Risk Case Manager or Transition Coordinator other than SPED - ARC

- W.S. 21-2-802 Titles could include Cultural Facilitators, Home to School Liaisons, Attendance Facilitators, Graduation Facilitators, etc. **See administration section
- Coordinates services provided to students, identified as "at-risk" by a district, in a school or community, but does not work directly with students in a counseling or instructional capacity. Duties do not include special education case management or transition services.

Driver Education - DRE

- Per W.S.21-7-303(c) "In accordance with the provisions of this subsection, a person may teach driver education in a public school in this state without holding or being qualified for a certificate or permit issued by the Wyoming professional teaching standards board and without meeting the requirements of W.S. 21-7-304. The Wyoming professional teaching standards board shall by rule establish and maintain minimum standards for a permit for that employment which shall be applicable only as provided in this subsection. A person employed by a school district to teach driver education in a public school in this state, shall not be employed for more than three (3) consecutive school years in any period beginning after July 1, 1997, unless the person has met the requirements of the professional teaching standards board for a permit to teach driver education."
- *From PTSB: No, it is a Permit. No, they do not have to have a teaching license or a Bachelor's Degree, just the permit is required. There may be some individuals out there who have a Standard License with a drivers education endorsement on their license, but we can no longer add this endorsement to a Standard License. The only option for a person to teach driver's education is by obtaining our permit. After 3 years of teaching Driver's Ed, they have to apply to take a Driver's Ed Permit through PTSB.

ROTC Instructor/Drill Instructor - ROT

- W.S. 21-2-802.
- Does an ROTC Instructor need to be a licensed teacher? No. This is a specialized program with curriculum and materials sponsored by the military. The instructor must have documented military experience as a drill instructor or other instructor. While the experience reported on the 602 is Teacher experience, this assignment is exempt from licensure.
- What are the requirements for a Drill Instructor for Boot Camp? A staff member working in a secondary disciplinary military style boot camp program must have one of the following: military background, physical education endorsement, coaching endorsement or permit, or personal trainer credentials.

Study Skills/ Study Hall - SSK

- W.S. 21-2-802.

Institutional Teacher - ALT

- W.S. 21-2-802.
- This endorsement must be in addition to a current Wyoming Educator License. This will allow an institutional teacher to teach K-12, any content. It is recommended to have a secondary teacher (but not required) as best practice in the case of the students who are in middle/high school level.

Teacher - Elementary Grades - Any elementary endorsed teacher can teach any content to his/her self-contained class. This includes Music, Art, PE, keyboarding, and coding. Elementary teachers can only teach grades K-6.

******In small, rural, or remote K-8 schools, the district can request a one year waiver permitting a K-6 endorsed teacher to teach grades 7 and 8. To request a waiver, contact PTSB.

Elementary Grades (Core Academic Subjects) - ELO (zero)

- W.S. 21-2-802.
- Any teacher with a current endorsement in Elementary K-6 can teach grades 5 and 6, whether the students are located in an elementary school or a middle school. Any 6-12 endorsed teacher can teach 6th grade in their endorsed content area(s).

Pre-K - DYA

- W.S. 21-2-802.
- Early Childhood birth to age 8 is for general education and includes Pre-K through grade 3. If someone is hired with this endorsement, that person can teach Pre-K and also grades K-3. An Elementary K-6 teacher cannot teach Pre-K.

English Learner Education - K-6 and K-12 - ESL

- W.S. 21-2-802.
- A teacher endorsed in ESL can teach English to students with a first language other than English. An ESL endorsed teacher cannot teach Language Arts or Reading to students whose first language is English. Conversely, English, Reading, and Elementary endorsed teachers are not qualified to teach English Learner Education.
- *Persons may apply for an exception authorization for EL while they are working to earn their endorsement and teach in the EL area.

Title IIA Elementary (Federal Class Size Reduction) - CLR

- W.S. 21-2-802.

Title I Elementary - CIE

- W.S. 21-2-802.
- Math and Reading Interventionists need the endorsements in order to teach pull out groups.

Elementary Keyboarding and Computer Skills - EKC

- W.S. 21-2-802.

Computer Science - CPS

- W.S. 21-2-802.
- [Computer Science Endorsement Information](#).

Dual Language Immersion - DIC (Chinese) - DIL (Other) - DIS (Spanish)

- W.S. 21-2-802.
- Employed to teach in a Wyoming district offering a Dual Language Immersion program (Albany, Teton, Campbell, Natrona).

- Must also be eligible to obtain a Standard License in another content area.
- An exception authorization while working on this endorsement can be obtained for up to 3 years.

Teacher - Fine and Performing Arts

Art - ART

- W.S. 21-2-802.

Music Instrumental - MIK

- W.S. 21-2-802.

Music Vocal - MVK

- W.S. 21-2-802.

Orchestra/Band - OBC

- W.S. 21-2-802.

Photography - PHO

- W.S. 21-2-802.

Teacher - Foreign Language

American Sign Language - ASL

- W.S. 21-2-802
- In January of 2015, PTSB Rules added an endorsement for American Sign Language as a Foreign Language. Chapter 4, Section 5 (b) includes the program standards for this endorsement. Anyone holding this endorsement from PTSB is qualified to teach American Sign Language as a Foreign Language. This course qualifies as World Language for the Hathaway Scholarship.

Chinese - FCH

- W.S. 21-2-802.

French - FFR

- W.S. 21-2-802.

German - FGR

- W.S. 21-2-802.

Italian - FIT

- W.S. 21-2-802.

Japanese - FJP

- W.S. 21-2-802.

Latin - FLA

- W.S. 21-2-802.

Russian FRU

- W.S. 21-2-802.

Spanish - FSP

- W.S. 21-2-802.

Native Language - Arapaho - NLA

- W.S. 21-2-802.
- Bachelor's Degree is not required.

Native Language - Shoshone - NLS

- W.S. 21-2-802.
- Bachelor's Degree is not required.

Dual Language Immersion - DIC (Chinese) - DIL (Other) - DIS (Spanish)

- W.S. 21-2-802.
- Employed to teach in a Wyoming district offering a Dual Language Immersion program (Albany, Teton, Campbell, Natrona).
- Must also be eligible to obtain a Standard License in another content area.
- An exception authorization while working on this endorsement can be obtained for up to 3 years.

Teacher - Reading and Language Arts

Title I Language Arts - CIL

- W.S. 21-2-802.

Title I Reading - CIR

- W.S. 21-2-802.

Drama - DRA

- W.S. 21-2-802.
- Any teacher with a current endorsement in English 6-12 can teach Journalism, Drama and Speech. Drama can also be taught by a teacher endorsed in Drama.

English (Including Middle Language Arts) - ENG

- W.S. 21-2-802.

Journalism - JRN

- W.S. 21-2-802.
- Any teacher with an endorsement in English 6-12 can teach this subject. Journalism can also be taught by a teacher endorsed in Journalism and includes Photojournalism. Drama can also be taught by a teacher endorsed in Drama and Speech can also be taught by a teacher endorsed in Speech.

Reading - REA

- W.S. 21-2-802.
- Provides diagnostic services for reading and specific support to students who are significantly below grade level in reading. This teaching is in addition to their regular reading class time. This position requires a Reading endorsement.

Reading Specialist / Remedial Reading - RES

- W.S. 21-2-802.
- Any Elementary endorsed teacher can teach reading in their self-contained classroom or in a Title I classroom. Any teacher endorsed in English can teach reading as part of the curriculum to all students in grades 6-12. Any remedial reading or intensive reading intervention for grades K-12 must be taught by a Reading or Remedial Reading endorsed teacher. Title I reading in grades 6-12 requires a Reading endorsement. Walk-to-Read, the process of grouping kids in skill-alike groups for a small portion of the day, or ability grouped reading interventions can be taught by Elementary endorsed teachers for grades K-6 or English teachers for secondary grades. Reading groups can be led by trained paraprofessionals or aides under direct supervision of an appropriately endorsed teacher.

Speech - SPE

- W.S. 21-2-802.
- Any teacher with a current endorsement in English 6-12 can teach Journalism, Drama and Speech. Speech can also be taught by a teacher endorsed in Speech.

Teacher - Math

Title I Math - CIM

- W.S. 21-2-802.
- As a math interventionist, the teacher needs to hold a license in this endorsement area.

Mathematics - MAT

- W.S. 21-2-802.

Mathematics - MMA

- W.S. 21-2-802.
- Any teacher with a current endorsement in Middle School Math 5-8 can teach Algebra 1 to 8th graders only and those 8th graders can earn Hathaway approved math high school credit.

Teacher - Computer Science

Computer Science - CPS

- W.S. 21-2-802.
- [Computer Science Endorsement Information](#).
- Who can teach Computer Science under current requirements?
 - Computer Science can teach: Computer Science, coding, programming, hardware and software development.
 - Instructional/Educational Technology: while intended as teacher instruction and support, can also teach technology use and applications, including web design.
 - Trade and Technical can teach: Applications and use of technology, robotics.
 - T03 PIC can teach: Technology and Communications, web design, graphic design.
 - T11 PIC can teach: Information Technology.
 - T15 is the STEM PIC: can teach Science, Technology, Engineering, and Mathematics.
- In addition:
 - A Math teacher can teach a STEM related course as long as more than half of the standards for the course are Math standards. Most Math teachers can incorporate some technology and engineering with the math.
 - A Science teacher can also teach a STEM related course as long as more than half of the standards for the course are Science standards and incorporate the other areas with the Science. In both of these cases, the courses are primarily Math or Science with STEM components.
 - A CTE certified teacher or PIC certified teacher can teach STEM related courses when CTE credit is awarded.

Teacher - Social Studies

Psychology - PSY

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Psychology. This person can also teach any social studies area with the Comprehensive endorsement.

Anthropology - SAN

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Anthropology. This person can also teach any social studies area with the Comprehensive endorsement.

Economics - SEC

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Economics and Business. This person can also teach any social studies area with the Comprehensive endorsement.

Geography - SGE

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Geography and Middle School Social Studies (5-8). This person can also teach any social studies area with the Comprehensive endorsement.

Political Science - SPO

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Political Science. This person can also teach any social studies area with the Comprehensive endorsement.

Sociology - SSO

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Sociology. This person can also teach any social studies area with the Comprehensive endorsement.

US History - SUS

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as US History and Middle School Social Studies (5-8). This person can also teach any social studies area with the Comprehensive endorsement.

World History - SWR

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as World History and Middle School Social Studies (5-8). This person can also teach any social studies area with the Comprehensive endorsement.

Teacher - Physical Education and Health

Adaptive PE - SPED - APE

- W.S. 21-2-802.
- A teacher endorsed in Adaptive Physical Education or a teacher endorsed in BOTH Physical Education and Exceptional Generalist or Exceptional Specialist can teach APE. There are a few teachers in the state that were grandfathered to teach this content. This information will be listed on their certificates.

Health - HEA

- W.S. 21-2-802.
- A teacher endorsed in Health can teach Health to all grades listed on the certificate. An Elementary endorsed teacher can teach Health to their self-contained class. Health and Nutrition can also be taught as part of the curriculum by a teacher endorsed in Family and Consumer Sciences or holding a Private Industry Career Permit (PIC) in Health Science or Family and Consumer Sciences. A Physical Education endorsed teacher can also teach Health as part of the PE curriculum. A Nurse with a School Nurse endorsement (not a permit) from PTSB can also teach Health.
- Can also teach Health Occupations.

Physical Education - PED

- W.S. 21-2-802.
- Persons with the P.E. endorsement can also teach Health as long as the Health standards are embedded in the P.E. curriculum.
- A coach permit or endorsement does not qualify a person to teach PE.

Teacher - Special Populations

Remote Teacher-Elementary K-8 - RTE or Remote Teacher-Secondary 6-12 - RTS

- W.S. 21-2-802.
- This endorsement is intended for educators assigned to a designated remote school setting. A remote school is defined as a school facility located approximately twenty (20) miles from the district's central office, or located in a community where basic public services are not available. This endorsement can only be added to a current, valid Wyoming Standard Educator License and requires formal verification of employment by a Wyoming school district at a qualified remote school.
- An elementary teacher holding the Remote Teacher-Elementary (RTE) endorsement is uniquely permitted to teach up to grade eight (8) within the remote school environment. A secondary teacher holding the Remote Teacher-Secondary (RTS) endorsement must teach at least two-thirds (2/3) of their assigned duty in their specific area of endorsement(s), and is permitted to teach up to one-third (1/3) of their assigned duty outside of their endorsement area within the remote school setting.

Alternative, Non-Traditional, At-Risk Program Teacher - ALT

- W.S. 21-2-802.
- This endorsement can only be added to a current certificate. It provides flexibility in an alternative school setting. A teacher holding this endorsement can teach any content in an alternative school as long as at least one course is taught in the teacher's regular content. An individual with a Principal (K-12) endorsement may add the At-Risk endorsement since the principal grade levels cover the grade span usually associated with Alternative settings. This endorsement can only be used for teachers and/or principal teaching courses in an alternative school or setting approved by the Wyoming Department of Education. Virtual programs are not considered an alternative setting.

English Learner education (formerly ESL) - ESL

- W.S. 21-2-802.
- A Title III language instruction educational program is an instruction course:
- Note: ESL endorsed teachers are NOT ALLOWED to teach Language Arts courses. ESL is a correct title for a class teaching LEP/ELL students.
- A teacher endorsed in ESL can teach English to students with a first language other than English. An ESL endorsed teacher cannot teach English Language Arts or Reading to students whose first language is English. That requires an English, Reading, or Elementary endorsement dependent on the content and grade level. Conversely, English, Reading, and Elementary endorsed teachers are not qualified to teach English Learner Education.
- *Persons may apply for an exception authorization for EL while they are working to earn their endorsement and teach in the EL area.

Gifted and Talented - GAT

- W.S. 21-2-802.
- A person teaching a gifted/talented program must hold the Gifted and Talented endorsement.

Teacher - Science

Biology and Life Sciences - BIS

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Biology, Life Sciences, A & P, Anatomy, Zoology, Botany, and Environmental Science if addressing state Biology content standards. This person can also teach an integrated and/or general science course for grades 6-9 ONLY.

Earth and Space Science - PES

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Earth Science, Astronomy, Environmental Science, Ecology, and Geology. This person can also teach an integrated and/or general science course for grades 6-9 ONLY.

Middle Science (any science grades 5-8) - SCM

- W.S. 21-2-802.
- Any science content; applicable to grades 5 to 8 only. Teacher must have Middle School Science endorsement to report using this non-subject specific middle science code.

Integrated / General Science in grades 6 to 9 - SCG

- W.S. 21-2-802.
- Introductory course including inquiry and basic introduction to science. Can be taught in grades 6 through 9.
- Must have an endorsement in at least one science discipline.

Chemistry - PCH

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Chemistry and Physical Science. This person can also teach an integrated and/or general science course for grades 6-9 ONLY.

Physical Science - PHS

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Physical Science, Physics, and Chemistry. This person can also teach an integrated and/or general science course for grades 6-9 ONLY.

Physics - PPH

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (in grades 6-12) such as Physics and Physical Science. This person can also teach an integrated and/or general science course for grades 6-9 ONLY.

Teacher - Computer Science

Computer Science - CSP

- W.S. 21-2-802.
- *Note: Computer Science courses offered at the high school level (grades 9-12) are considered CTE courses in all state and federal data processing. There is a differentiation between CSP code and CTE-Information Technology (VCN code) which excludes computer science.
- [Computer Science Endorsement Information](#).

Teacher - Business

Business - CVE

- W.S. 21-2-802.
- This endorsement allows teachers to teach courses (grades 6-12) such as Business, Accounting, Technology courses teaching business software applications and keyboarding, and Economic systems and Institutions.

Teacher - Career Technical Education

What is a Professional Industry Career Permit (PIC)? A Professional Industry Career Permit (PIC) is an alternate means to become a teacher. The requirements for this permit include a high school diploma or GED for many fields, and two years or more of documented paid work in the field. A bachelor's degree is required to obtain a PIC in Agriculture, Business, Family and Consumer Science, Technology, or Trade and Technical. Additional information and an application form can be found on the PTSB website at this link: [Permits \(Initial or Reinstatement\)](#). A person holding a current PIC Permit is considered a qualified teacher in the career area for which the PIC is issued.

CTE - Family Consumer Science (Home Economics) - HME

- W.S. 21-2-802.
- PIC: T17.
- Must have a Bachelor's Degree.
- FACS can teach: Nutrition/Child Development and Career Exploration, Intro to Health Care careers (although not recommended).

CTE - Agriculture and Natural Resources - VCA

- W.S. 21-2-802.
- PIC: T01.
- Must have a Bachelor's Degree.

CTE - Architecture and Construction - VCB

- W.S. 21-2-802.
- PIC: T02.

CTE - Graphic Arts, A/V Technology, and Communications - VCD

- W.S. 21-2-802.
- PIC: T03.
- Needs Business or PIC certification.
- If awarding credit in a CTE program of study, the teacher must have a PIC. For example, an English Language Arts teacher, after teaching journalism for 3 years, can get a TV/Media Arts CTE PIC.

CTE - Business, Management, and Administration - VCE

- W.S. 21-2-802.
- PIC: T04.
- Must have a Bachelor's Degree.

CTE - Education and Training - VCF

- W.S. 21-2-802.
- PIC: T05.
- Family and Consumer Science or Elementary Ed with a PIC.

CTE - Finance - VCG

- W.S. 21-2-802.
- PIC: T06.

CTE - Government and Public Administration - VCH

- W.S. 21-2-802.
- PIC: T07.
- Business Law can be taught by a person with a Business endorsement but it is usually through a PIC.

CTE - Health Science - VCJ

- W.S. 21-2-802.
- PIC: T08.

- Can teach Health Occupations - This can also be taught by a person holding a Standard License with a nursing endorsement, Health Care Careers, Medical Terminology, Athletic Care and Injury Prevention, Phlebotomy. The State Nursing Board would oversee and approve who can teach Certified Nursing Assistant I and II and Basic Emergency Care.

CTE - Hospitality and Tourism - VCK

- W.S. 21-2-802.
- PIC: T09.

CTE - Human Services - VCM

- W.S. 21-2-802.
- PIC: T10.
- Family and Consumer Science or Health Science depending on the course.

CTE - Information Technology (Computer Science) - VCN

- W.S. 21-2-802.
- PIC: T11.

CTE - Law, Public Safety, Corrections, and Security - VCP

- W.S. 21-2-802.
- PIC: T12.

CTE - Manufacturing - VCR

- W.S. 21-2-802.
- PIC: T13.

CTE - Marketing, Sales, and Services - VCS

- W.S. 21-2-802.
- PIC: T14.

CTE - Science, Technology, Engineering & Math - VCT

- W.S. 21-2-802.
- PIC: T15.

CTE - Transportation, Distribution, and Logistics - VCV

- W.S. 21-2-802.
- PIC: T16.
- Needs Tech Ed or PIC certification.

CTE - Industrial Welding - VCX

- W.S. 21-2-802.
- Welding in a manufacturing AND/OR agricultural setting.
- Both Industrial and Agricultural Welding can be taught by a teacher with a Trade and Technical endorsement or a PIC in manufacturing.
- PIC: T13.

CTE - Agricultural Welding - VCY

- W.S. 21-2-802.
- Instruct students how to weld in an agricultural setting; basic maintenance and repair of farming/ranching equipment and structures. Welding instruction beyond this description must be reported under the Industrial Welding assignment.
- An Agriculture endorsed teacher or teacher with a PIC in Agriculture can teach Agricultural Welding, but not Industrial Welding.
- Both Industrial and Agricultural Welding can be taught by a teacher with a Trade and Technical endorsement or a PIC in manufacturing.
- PIC: T13.

Work Based Learning Coordinator - PIC or specific CTE degree

- W.S. 21-2-802.
- Provides supervision and grades for students in work-based learning opportunities in the community. Must additionally hold a CTE endorsement or PIC permit. This person does not have to have a Bachelor's Degree.

Teacher - College Instructors

College Instructors - Use correct secondary code for the course being taught.

- A college instructor can teach secondary courses provided that the instructor teaches the same content for at least one class at the college or university. The school district needs to obtain a letter from the college or university that verifies employment and the courses taught. This letter of verification is required each school year that the college instructor teaches in the public school.

Instructional Facilitators and Tutors

Certified Teacher Tutor - Title 1 - CIT

- W.S. 21-2-802.
- Must be a certified teacher. A tutor can teach as a tutor at any grade level, regardless of their endorsements, as long as they are certified.

Instructional Facilitator - INF

- W.S. 21-2-802.
- Must be a certified teacher. PTSB does not issue endorsements for instructional facilitators. Wyoming Statute requires instructional facilitators hold a five year Standard Educator license, must have taught at least five years in the classroom and have a Master's Degree or National Board Certification. It is up to the district to decide on the assignment of that facilitator.

Certified Teacher Tutor - OTHER THAN Title 1 or SPED - TUT

- W.S. 21-2-802.
- Must be a certified teacher.

Certified Teacher Tutor - SPED (reimbursable on WDE401 or federally funded) - XTU

- W.S. 21-2-802.
- Must be a certified teacher.

Librarians

[PTSB Endorsement Code Website](#)

Librarian

Head Teacher - HTCLibrarian (Library-Media Specialist) - LIM

- W.S. 21-2-802.
- A Wyoming Educator License with a School Librarian Endorsement is valid for five (5) years. If the librarian is an endorsed Library Media Specialist, that person can teach keyboarding.
 - An individual with this endorsement is eligible to serve as a school librarian in a Wyoming K-12 classroom.
- Requirements:
 - This endorsement requires completion of a bachelor's degree in School Library Science K-12.

- In districts where a head librarian does not have this endorsement, the person could potentially have worked in a library for 2 years and can then apply for a PIC certification OR the person can get an exception authorization to work while earning their endorsement.

Library-Media Teacher (Including Audio/Visual Support) - LIM

- Any Certified teacher serving as a librarian is reported as LIM.
- Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities. Activities include:
 - Selecting, acquiring, preparing, cataloging, and circulating books and other printed materials;
 - Planning the use of library and media services by students, teachers and other members of the instructional staff; and
 - Guiding individuals in their use of media services and library materials, (whether maintained separately or as part of an instructional materials center).

Special Education Teachers

[PTSB Endorsement Code Website](#)

Teacher - SPED

Exceptional Generalist - *See codes below for specifics related to the actual courses taught.

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Pre-K SPED - DYA

- W.S. 21-2-802.
- Early Childhood Special Education is for SPED only and includes children ages birth to 5, including kindergarten. In a school setting, this person could only teach students with an IEP in Pre-K or kindergarten.

Special Education Teacher - Deaf / Hard of Hearing -Teacher NOT of Record (only) - XXD

- W.S. 21-2-802.
- Students on an IEP and identified as having a hearing disability.

Special Education Teacher - Visual Disability - Teacher NOT of Record (only) - XXV

- W.S. 21-2-802.
- Students on an IEP and identified as having a visual disability.

Special Education Teacher - Behavior and Emotional Disabilities; Cognitive Disability; Learning Disability; and/or Physical and Health Disability - Teacher NOT of Record (only) - XXB

- W.S. 21-2-802.
 - Students on an IEP identified as having a:
 - Behavioral or emotional disability,
 - Cognitive disability,
 - Learning disability and/or
 - Physical or medical disability.

Special Education - Core and/or Non-Core Subjects -Teacher NOT of Record (only) - XYN

- W.S. 21-2-802.
- If teaching K-6 in a small group setting, code as TUT, not SPED. (This is especially important if they do not hold Exceptional Generalist endorsement.)
- A teacher with a lapsed certificate cannot be the sole teacher responsible for a class or provide grade or credit until they pass the PRAXIS and is fully certified. The teacher can co-teach under the supervision of a fully certified teacher until such time as they become fully certified. This could operate much like a student teacher would with the co-teacher providing supervision, but not needed in the classroom full time. If this arrangement is still in place when the WDE602 is submitted, the teacher would be reported as NT and the supervising teacher would be the TR.

Special Education - Arts - XAR

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Alternate Content Standards (include Life Skills) - XAS

- W.S. 21-2-802.
- Provides instruction for students using alternate content standards to access curriculum.

Special Education - Civics and Government - XCG

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Economics - XEC

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Elementary Grades - XEL

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - English - XEN

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Foreign Language - XFL

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Geography - XGE

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - History - XHI

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Language Arts - XLA

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Math - XMA

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Reading - XRD

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Special Education - Science - XSC

- W.S. 21-2-802.
- The special education endorsement does not provide for being the teacher in the general education content areas. In order to be teaching a SPED specific content course in accordance with IDEA, the SPED teacher needs to pass a PRAXIS exam in that content area. Passing this test does NOT qualify a SPED teacher to teach this content for regular education students.

Educational Diagnostician - SPED - XDD

- Performs assessment to identify / evaluate / reevaluate a student as having a disability; testing, collecting data, providing program recommendations for students. Requires certification or masters in Special Education Diagnostics. Licensed Counselor or School Psychologists are endorsed for this assignment.

Substitutes: Long Term Teachers, School Nurses

Contracted Substitute Teacher - SBC

- W.S.21-2-802(a)(ii) states: “the board (PTSB) shall by rule and regulation provide for: (B) Temporary employment as instructors of persons with extensive training or experience in a particular discipline if a certified teacher is not available. Those instructors shall be monitored and supervised by certified personnel.” This statute establishes the temporary nature of the substitute teacher. A substitute may serve in a position long term with no set time limitation as long as the district continues an active search for a fully certified and qualified teacher and can document this search. The only exception occurs when the substitute holds a current standard certificate that qualifies for the assigned position.
 - *Anyone with a substitute permit can be a long-term sub.
- Who qualifies as a Substitute? Any person holding a current Wyoming Substitute Permit from PTSB or any person holding a current Wyoming Standard License in any content area from PTSB can be hired as a substitute in a temporary capacity.

School Nurse

- Who can Substitute for a Nurse? Due to the nature of nursing duties, anyone employed as a substitute nurse must hold a current nurse license. At minimum this must be a state licensed LPN.

Education Support Services, Behavior Specialist

[PTSB Endorsement Code Website](#)

See Licensure Charts below for specific licensure requirements.

These positions all require annual updating of license information in the employment file of the 602 report. All licensed Counselors, School Psychologists, Social Workers and Behavior Intervention Specialists are qualified to provide counseling in any school setting, however, these positions are not interchangeable.

Nurse

School Nurse - SNR

- As of March of 2018, PTSB no longer issues a license or permit for School Nurses. If an individual holds an Registered Nurse (RN) License with the Wyoming Board of Nursing, then they can serve in Wyoming schools. However, if the individual is instructing students, they must be certified with PTSB and would need to apply for our Professional, Industry, and Careers (PIC)

School Nurse - SPED - XSN

- They provide medical services for diagnostic and evaluation purposes to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.
- Nursing services designed to enable a child with a disability to receive FAPE as described in the child's IEP, with the exception of services related to medical devices that are surgically implanted (e.g., cochlear implants).

Occupational Therapy

Occupational Therapist - OTR

- They provide the services of improving, developing, or restoring functions impaired or lost through illness, injury or deprivation. To improve the ability to perform tasks for independent functioning if functions are impaired or lost and prevent initial or further impairment or loss of function through early intervention.

Occupational Therapist - SPED - XOT

- They provide the services of improving, developing, or restoring functions impaired or lost through illness, injury or deprivation. To improve the ability to perform tasks for independent functioning if functions are impaired or lost and prevent initial or further impairment or loss of function through early intervention.

Occupational Therapist Assistant - OTA

- They provide very similar services, but under the supervision of the Occupational Therapist.

Certified Occupational Therapist Assistant - SPED - XTR

- They provide very similar services, but under the supervision of the Occupational Therapist.

Physical Therapy

Physical Therapist - LPT

- They provide the services of screening, evaluation, and assessment of children to identify movement dysfunction. Obtain, interpret, and integrate information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems. They also provide individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.

Physical Therapist - SPED - XPT

- They provide the services of screening, evaluation, and assessment of children to identify movement dysfunction. Obtain, interpret, and integrate information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems. They also provide individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.

Physical Therapist Assistant - PTA

- They provide very similar services, but under the supervision of the Physical Therapist.

Physical Therapist Assistant - SPED - XTA

- They provide very similar services, but under the supervision of the Physical Therapist.

Speech Language Pathologist

Speech Pathologist - SPA

- Identify children with speech or language impairments, diagnosis and appraisal of specific speech or language impairments, referrals for medical or other professional attention necessary for the habilitation of speech or language impairments, provision of speech and language services for the habilitation or prevention of communicative impairments, and counseling and guidance of parents, children, and teachers regarding speech and language impairments.
- The Board of Examiners of Speech-Language Pathology and Audiology (SLP Board) will be the only licensing body for SLPs and Audiologists effective July 1, 2020.

Speech Pathologist - SPED - XSP

- Identify children with speech or language impairments, diagnosis and appraisal of specific speech or language impairments, referrals for medical or other professional attention necessary for the habilitation of speech or language impairments, provision of speech and language services for the habilitation or prevention of communicative impairments, and counseling and guidance of parents, children, and teachers regarding speech and language impairments.
- The Board of Examiners of Speech-Language Pathology and Audiology (SLP Board) will be the only licensing body for SLPs and Audiologists effective July 1, 2020.

Speech Pathologist Assistant - SLA

- They provide very similar services, but under the supervision of the Speech Pathologist.

Speech Pathologist Assistant - SPED - XSA

- They provide very similar services, but under the supervision of the Speech Pathologist.

Audiologist

Audiologist - AUD

- Provide identification of children with hearing loss, determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing, provision of rehabilitative activities, such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation, creation and administration of programs for prevention of hearing loss, counseling and guidance of children, parents, and teachers regarding hearing loss, and determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

Audiologist - SPED - XAU

- Provide identification of children with hearing loss, determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention for the habilitation of hearing, provision of rehabilitative activities, such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation, creation and administration of programs for prevention of hearing loss, counseling and guidance of children, parents, and teachers regarding hearing loss, and determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

Interpreter

Deaf/Hard of Hearing Interpreter - SPED - XDH

- All interpreters shall hold a PTSB permit to serve in a public school as an Educational Sign Language Interpreter.
- An Applicant shall meet AT LEAST ONE the following requirements:
 - Submit an Institutional Recommendation from an accredited institution of higher learning.
 - Be able to document national certification.
 - Have obtained 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 A deaf educator with a current standard license as Exceptional Specialist - Deaf and Hard of Hearing, is qualified to teach sign language to deaf and hard of hearing students and to serve as an interpreter if meeting one of the qualifications for the Sign Language Interpreter permit.
- Deaf / Hard of Hearing Interpreters - provide services to children who are deaf or hard of hearing, including:
 - Oral transliteration services;
 - Cued language transliteration services; and
 - Sign language interpreting services.

Board Certified Behavior Analyst

Behavior Analyst - XXB

- A BCBA is a board certified individual who is trained to provide and supervise behavior analysis. This person is licensed by the Board of Psychology. They can do most of the diagnostics that a psychologist would do.

School Psychologist

A school psychologist is not on the list of positions that are reimbursable in statute. Statute is specific in what it allows WDE to reimburse. 21-7-501(g) states, "For purposes of this section, "teacher" means a school district employee who is employed full time as a teacher, instructional facilitator, certified tutor, librarian, speech-language therapist or counselor."

School Psychologist - SPS

- In the State of Wyoming, Related Services Personnel are permitted to be hired by a school district if they hold a current and valid Wyoming license in their own profession (W.S. Statute 21-02-802 (a)(i)). Therefore if you hold a license from the Mental Health Professions Licensing Board, any district may hire you on the basis of that license. However, many districts still require a PTSB license for employment. If your hiring district requires you to be licensed and endorsed as a School Psychologist through PTSB.
- Individuals who have been certified as school psychologists by the Wyoming professional teaching standards board shall be permitted to use the terms "school psychologist" or "certified school psychologist" within the school setting. Those persons shall be restricted in their practice to employment within schools and educational institutions and those settings under the purview of the professional teaching standards board unless they are also licensed under this act or licensed under W.S. 33-38-101 through 33-38-110.

School Psychologist - SPED - XPY

- In the State of Wyoming, Related Services Personnel are permitted to be hired by a school district if they hold a current and valid Wyoming license in their own profession (W.S. Statute 21-02-802 (a)(i)). Therefore if you hold a license from the Mental Health Professions Licensing Board, any district may hire you on the basis of that license. However, many districts still require a PTSB license for employment. If your hiring district requires you to be licensed and endorsed as a School Counselor through PTSB, please review the licensure requirements above to determine your eligibility.

School Psychologist - Intern - IPS

- Provide the following services:
 - Administering psychological/educational tests and other assessments;
 - Interpreting assessment results;
 - Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
 - Consulting with other staff in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, direct observations, and behavioral evaluations;
 - Planning and managing a program of psychological services, including psychological counseling for children and parents; and
 - Assisting in developing positive behavioral intervention strategies.

School Counselor

School Counselor - OTHER THAN SPED - COU

- In the State of Wyoming, Related Services Personnel are permitted to be hired by a school district if they hold a current and valid Wyoming license in their own profession (W.S. Statute 21-02-802 (a)(i)). Therefore if you hold a license from the Mental Health Professions Licensing Board, any district may hire you on the basis of that license. However, many districts still require a PTSB license for employment. If your hiring district requires you to be licensed and endorsed as a School Counselor through PTSB, please review the licensure requirements above to determine your eligibility.

- Counselors provide the following services:
 - Guide individual students, families, groups, and communities by assisting them in problem solving, decision-making, discovering meaning, and articulating goals related to personal, educational and career development.
 - Develop confidential relationships with students to help them resolve and/or cope with problems and developmental concerns.
 - Prevention and/or intervention activities to meet students' needs. These needs can be necessitated by events and conditions in students' lives and the school climate and culture, and may require any of the following: individual or group counseling; consultation with parents, teachers and other educators; referrals to other school support services or community resources; and intervention and advocacy at the systemic level.
 - Vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.
 - Evaluating students' abilities, assisting students in making educational and career choices, assisting students in personal and social development, providing referral assistance, and/or working with other staff members in planning and conducting guidance programs for students.

Social Worker

School Social Worker other than SPED - SSW

- In the State of Wyoming, Related Services Personnel are permitted to be hired by a school district if they hold a current and valid Wyoming license in their own profession (W.S. Statute 21-02-802 (a)(i)). Therefore if you hold a license from the Mental Health Professions Licensing Board, any district may hire you on the basis of that license. However, many districts still require a PTSB license for employment. If your hiring district requires you to be licensed and endorsed as a School Counselor through PTSB, please review the licensure requirements above to determine your eligibility.

Behavioral Intervention Specialist

Behavioral Intervention Specialist - Code specific to their certification.

- W.S. 21-2-802.
- This person must hold PTSB certification. Anyone certified or holding a degree in a mental health related field can hold this position.

Licensure Information for Additional Personnel

Assignment Code/License Type Code

Assignment Codes that Require a License from the State of Wyoming.

LPT	Physical Therapist
OTA	Certified Occupational Therapy Assistant (COTA)
OTR	Occupational Therapist
PTA	Physical Therapy Assistant
SLA	Speech Therapy Assistant
SNR	School Nurse

SPA	Speech Pathologist
XAU	Special Education – Audiology
XOT	Special Education – Occupational Therapist
XPT	Special Education – Physical Therapist
XSA	Special Education – Speech Therapist Assistant
XSN	Special Education – School Nurse
XSP	Special Education – Speech Pathologist
XTA	Special Education – Physical Therapy Assistant
XTR	Special Education – Certified Occupational Therapy Assistant (COTA)

Assignment Code/License Type Code

Assignment Codes that Require a License from the State of Wyoming or PTSB Endorsement.

AUD	Audiology
COU	Counseling
IPS/PST	Intern – School Psychology
PST	Psychological Technician Other than Special Education
SPS	School Psychologist Other than Special Education
SSW	School Social Worker
XCO	Special Education – Counseling
XDH/INT	Deaf/Hard of Hearing Interpreter
XPS	Psychological Technician Special Education
XPY	Special Education – School Psychologist
XSN	Special Education – Nurse
XSP	Special Education – Speech Pathologist
XSS	Special Education – School Social Worker
XXB	Special Education Teacher – Behavior and Emotional Disabilities; Cognitive Disability; Learning Disability; and/or Physical and Health Disability

Coaches/Athletic & Activities Directors

[PTSB Endorsement Code Website](#)

Athletic Trainers/Pool Staff

Athletic Trainer – ATR

- W.S. 33-45-102(a)(vi): “Practice of athletic training” means the application of the principles and methods of prevention, recognition, evaluation and assessment of athletic injuries and illnesses, immediate care of athletic injuries including common injuries, medical emergencies, psychosocial

intervention and referral, conditioning and rehabilitative exercise, nutritional aspects of injuries and illnesses, the use of therapeutic modalities, proper healthcare administration, professional development and the understanding and education of applications, precautions, interactions, indications and contraindications of pharmacology for athletes. Licensing requirements;

- W.S. 33-45-107(c)[summarized]: Any person licensed as an athletic trainer in Wyoming or employed by a Wyoming school district and holding a coaching endorsement issued by the Professional Teaching Standards Board, or working under the supervision of a licensed athletic trainer or endorsed coach.
- If the Athletic Trainer holds a current Wyoming Athletic Trainer license, this person can teach athletic training courses in high school.
- Report as Additional Pay only.

Lifeguard/Pool Staff - LGD

- Report as Additional Pay only.

Coaches and Assistant Coaches

Coaching endorsements only apply to coaching a specific sport as an athletic activity. Any person holding a coaching endorsement in a specific sport can be a head coach for that sport. If a person holds a coaching endorsement in any sport they can be an assistant coach for any sport.

School district offices are responsible to assure that coaches employed by the district hold current and up to date certification before they are permitted to coach any sport.

- This certification must be up to date, approved, or in the process of approval by PTSB, before any compensation is paid. A person paid to coach in any capacity who does not hold the appropriate permit is considered misassigned and may result in an accreditation finding or repayment to WDE situation. There are three ways to become a Head or Assistant Coach in Wyoming: Coaching – Wyoming Professional Teaching Standards Board.

Coaches and/or sponsors in areas other than sports (Cheerleading, Clubs, etc.), do not have any licensure requirements. These are all extra duty assignments. Districts need to follow hiring practices for all coaches and sponsors working with students.

Assistant Coaching: - See Reportable Combinations

- Basketball, Football, Golf, Gymnastics, Skiing, Soccer, Softball, Swimming, Tennis, Track/Cross Country, Volleyball, Wrestling.

Coaching: - See Reportable Combinations

- Basketball, Football, Golf, Gymnastics, Skiing, Soccer, Softball, Swimming, Tennis, Track/Cross Country, Volleyball, Wrestling.

Athletic Director

Athletic Director / Activities Coordinator - NON-Supervisory (Including Assistant Director) - ADN

- Qualifications for Athletic Director (AD) depend upon duties. If there is no supervision of coaches involved in the duties, and the AD is not responsible for student instruction, there are no specific qualifications. The assignment code for this AD is ADN (non-supervisory).

Athletic Director / Activities Coordinator - Supervisory (Including Assistant Director) - ADS

- Qualifications for Athletic Director (AD) depend upon duties. If the duties include: Coordinates athletic events; attends athletic and extracurricular events, supervising students; supervises coaches; the AD must have Head Coach, Principal or Director endorsement. The assignment code on the 602 for this AD is ADS.

Activities/Program Director

After School / Extracurricular Program Coordinator - AFC

- Supervises after school and/or summer programs. Programs may include special interest clubs, homework labs, and athletic activities. Does not work with the students in an instructional capacity.

Advisor/Sponsor - Any Club Activity During NON-Instructional Hours - ADV

- Examples: Advisor/Sponsors (at non-credit earning events) for FBLA, science club, musical accompanist, cheerleading coach, drama/stage assistants, school activity chaperone, senior class sponsor, weight room supervisor, etc. NOTE: Does NOT include athletics coaches.

Paraprofessionals/Aides

[PTSB Endorsement Code Website](#)

Aides

A statutory reference to non-certified staff is “The board of trustees in each school district within the state may employ and determine the salaries and duties of other personnel” W.S. 21-3-222(e). Each school district determines their own requirements for these positions.

(From Brendan): A paraprofessional can only support a teacher in the classroom and cannot assign grades to students. If the individual in question is working on the microcredentials, PTSB can put them on an Exception Authorization while they're doing this, so they can be hired to teach & assign grades for that/those class period(s). They would be in good standing assignment-wise that way. Once they complete all micro-credentials and pass the Praxis Computer Science test (if applicable) they can add the Computer Science endorsement to their license. They might need to be set up in a part-time teaching position to cover the computer science class(es), and the rest of the day would be in the para role at para pay.

Aide - Instructional - Other Than Special Education - AID

- Staff members are assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.
- *INCLUDE only paid staff by direct hire and contracting.
- *EXCLUDE volunteer aides and vacant positions. Accompanist during school hours is an instructional aide, after hours would be an ADV.

Aide - Non-Instructional (including playground) - Other Than Special Education - AIN

- Paraprofessionals who do not provide instructional support, for example; paraprofessionals who are translators or who work with parental involvement or computer assistance. Additional types of non instructional aides include: Playground Attendant.
- *Note: Crossing Guards are listed as TRA's Transportation Aide.

English Learner Aide (formerly ESL Aide) - ESA

- Non-certified/Licensed.

Aides, Library/Media (include Audio/Visual Support) - LMA

- Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center). Paraprofessionals are reported as LMA on the 602. A library media tech can oversee a library and is reported as CNT.

SPED Aide - Related Services - RSA

- Non-certified/Licensed.

SPED Aide - Instructional- SEA

- Non-certified/Licensed.

Transportation Aide - TRA

- Non-certified/Licensed. This includes Crossing Guards.

Title I Aide - Instructional Paraprofessional - TAI

- Federal requirements for the certification and licensure of Title I paraprofessionals remain in place even though the HQ designation no longer exists (ESSA § 1111(g)(2)(M)).
- PTSB does not issue any specific license or permit for paraprofessionals. Each district determines their own requirements for this position.

Title I Aide - Non-Instructional - TAN

- Paraprofessionals who do not provide instructional support, for example; paraprofessionals who are translators or who work with parental involvement or computer assistance. (Federal reporting requires breakout of instructional vs. non).

Career Technical Aide - VEA

- Non-certified/Licensed.