



Wyoming Department of Education

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MEMORANDUM NO. 2007 - 147

TO: School District Superintendents

FROM: Dianne Frazer, Consultant *DF*
Standards, Accountability and Assessment

DATE: August 31, 2007

SUBJECT: Required Licensing and Certifications

IMPORTANT INFORMATION TO SHARE

This is a reminder that **all teachers, coaches, and licensed staff members** in Wyoming public schools **must** meet certification requirements in order to be employed and paid with public funds. School district offices are responsible to assure that all employees of the district hold **current and up to date** certification **appropriate to their assigned positions**. Three actions are necessary at this time:

- **Review personnel records to determine whether any current employees need to obtain or update their certifications and have them begin that process immediately.**
- **Assure that any new hires are appropriately certified prior to beginning assignments.**
- **Review district policies and procedures to assure that systems are in place to guarantee only appropriately licensed individuals are employed in your district.**

We refer you to Wyoming Statute 21-7-303(a), which states that:

No person shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a 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.

In accordance with this statute, districts must determine that a person has or has applied for an appropriate Wyoming certificate, endorsement or license with the Professional Teaching Standards Board **prior** to hiring that person. **Any person working in a Wyoming public school who does NOT have the appropriate certification cannot be paid with public funds.**

Please share this information with any staff members as needed. Please contact either Kay Post at (307) 777-5599 or Dianne Frazer at (307) 777-3471 if you have any questions regarding this memo. Call PTSB toll free at (800) 675-6893, for information on certification requirements.

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