



Wyoming Department of Education

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MEMORANDUM NO. 2014-141

TO: School District Superintendents
Business Managers

FROM: Jed Cicarelli, School Foundation Program
Finance and Data Division

DATE: November 10, 2014

SUBJECT: WDE112 Data Collection - School Year 2014-15 National Board Certified Teacher Reimbursement

NATIONAL BOARD CERTIFIED TEACHER PAID REPORT NOW AVAILABLE

Time Sensitive: Submissions due January 2, 2015

CHEYENNE - The School Year 2014-15 National Board Certified Teacher Paid Report (WDE112) is available on the Data Collection Suite – Forms Inventory page of the WDE website.

The form can be accessed at <http://edu.wyoming.gov/dcs/default.html>. After clicking on this link, scroll down to the WDE112 report and click on the arrow to the left. The WDE112 form can be found in the Documents tab and must be downloaded to complete. This form is used for reimbursement of National Board Certified Teacher (NBCT) payments pursuant to W.S. 21-7-501(f). This collection will be open for data entry through January 2, 2015.

W.S. 21-7-501(f) states,

“...each district employing a national board certified teacher shall be reimbursed for payments to these teachers subject to the following:

(i) For each year the certificate is valid, the district provides each teacher employed by the district and holding certification by the national board for professional teaching standards a lump sum payment of four thousand dollars (\$4,000.00) which is in addition to the

teacher's annual salary as determined by the board, and which is paid to each certified teacher between December 1 and December 31 of the school year for which application is made under paragraph (ii) of this subsection;

(ii) Effective school year 2007-2008 and each school year thereafter, the teacher holding certification shall be employed by the district full-time as a teacher. For purposes of this subsection, "teacher" shall include employees of the district holding certification and employed full-time as instructional facilitators, certified tutors, librarians or counselors;"

It is a local school district decision whether to pay the gross or net amount. The Department will reimburse districts exactly \$4,000.00 per qualifying teacher before February 15, 2015.

The last day to submit the WDE112 is **January 2, 2015**. Please read the instructions regarding each data element and fill the form out completely. In the event no certification number has been issued because a teacher was newly certified, please leave the certificate number and certificate expiration date blank on the WDE112. Email the newly certified teacher's eligibility letter from the National Board for Professional Teaching Standards (NBPTS) to Jed Cicarelli at jed.cicarelli@wyo.gov. If a teacher has been previously certified in another state or school district, please have the teacher update his or her profile on the NBPTS's website (<https://nbptsprod.zapsol.com/nbric/>) to reflect his or her current information so both the Department and the NBPTS have the most current information.

For revenue coding questions please refer to the WDE601 guidebook at the following link: <http://portals.edu.wyoming.gov/WISE/sf-docs/spring-2014/wde601-spring-2014-collection-guidebook-v1>.

Should you have any content questions regarding the WDE112, please contact Jed Cicarelli at jed.cicarelli@wyo.gov, or 307-777-5808.