



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2017-126

TO: School District Superintendents
Business Managers

FROM: Dianne Bailey, Chief Operations Officer

DATE: November 27, 2017

SUBJECT: WDE112 - National Board Certified Teacher Reimbursement

NATIONAL BOARD CERTIFIED TEACHER PAID REPORT AVAILABLE

SUBMISSIONS DUE JANUARY 3, 2018

The 2017-18 WDE112 report form is available on the Wyoming Department of Education's (WDE) website. This report is used by the WDE to reimburse school districts for qualifying National Board Certified Teacher (NBCT) incentive payments in accordance with [Wyoming Statute 21-7-501\(f\)](#). It can be accessed from the [Forms Inventory Page](#), or directly downloaded [here](#). This collection will be open for data entry through January 3, 2018.

The WDE will reimburse districts \$4,000 per qualifying teacher by February 15, 2018. Local school districts will decide whether to pay the gross or net amount.

The last day to submit the report is January 3, 2018. If no certification number has been issued because a teacher was newly certified, leave the certificate number and certificate expiration date blank on the report, and 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, the teacher should update their profile on the [NBPTS website](#) to reflect their current information.

For revenue coding questions, refer to the [WDE601 guidebook](#).

For questions, contact Jed Cicarelli, School Foundation Supervisor, at jed.cicarelli@wyo.gov or 307-777-5808.