



Wyoming Department of Education

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MEMORANDUM 2008 – 171

TO: School District Superintendents
Business Managers

FROM: Matthew Willmarth 
School Foundation Program Consultant

DATE: November 14, 2008

SUBJECT: School Year 2008-09 National Board Certified Teacher
Reimbursement

IMPORTANT INFORMATION

The School Year 2008-09 WDE112 (School District National Board Certified Teacher Paid Report) is now available on the Forms Inventory at the following link: https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=112. This form must be used for reimbursement of all paid National Board Certified Teachers (NBCT) in your district. 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.”

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In response to questions about how much the district actually pays each teacher, it is each district's choice to pay either the gross or net amount. The Department will reimburse the district exactly \$4,000.00, on or before February 15, 2009.

The WDE112 is due on or before January 2, 2009. 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. Mail or fax the newly certified teacher's eligibility letter from the National Board for Professional Teaching Standards (NBPTS) to my attention as soon as possible. Also, if a teacher has been previously certified in another state or school district, please have the teacher update their profile on the NBPTS's website (<http://www.nbpts.org/>) to reflect their current information so both the Department and the NBPTS have the most current information. Once the WDE112 is complete, have the authorized district contact person upload the form to the WDE.

For WDE601 coding questions please refer to the WDE601 FAQ sheet at the following link:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=601

Should you have questions, please do not hesitate to contact me at mwillm@educ.sate.wy.us or 307-777-5808.