



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-166

**TO:** School District Superintendents  
Business Managers

**FROM:** Jed Cicarelli, School Foundation Program Supervisor  
Finance Division

**DATE:** December 3, 2012

**SUBJECT:** School Year 2012-13 National Board Certified Teacher  
Reimbursement

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### IMPORTANT INFORMATION

The School Year 2012-13 WDE112 (School District National Board Certified Teacher Paid Report) is available on the WDE Data Collection Suite at the following link:

<http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>. This form must be used for reimbursement of all paid National Board Certified Teachers (NBCT) payments 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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It is a local school district decision whether to pay the gross or net amount. The Department will reimburse the district exactly \$4,000.00 per qualifying teacher, on or before February 15, 2013.

The WDE112 is due by January 3, 2013. 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. The authorized district contact person should upload the completed form to the Department.

For revenue coding questions please refer to the WDE601 guidebook at the following link: <http://portals.edu.wyoming.gov/WISE/sf-docs/spring-2012/wde601-guide-book.pdf?sfvrsn=4>.

Please contact me with questions at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov) or 307-777-5808.