

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



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## MEMORANDUM NO. 2018-125

**TO:** School District Superintendents  
Business Managers

**FROM:** Dianne Bailey, Operations Chief

**DATE:** November 5, 2018

**SUBJECT:** WDE112 – National Board Certified Teacher  
Reimbursement

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## NATIONAL BOARD CERTIFIED TEACHER PAID REPORT SUBMISSIONS DUE JANUARY 2, 2019

The 2018-19 WDE112 report form is available on the Wyoming Department of Education (WDE) website. This report is used 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 from November 29, 2018 to January 2, 2019 for data submission.

The WDE will reimburse districts \$4,000 per qualifying teacher on or before February 15, 2019. Local school districts decide whether to pay the gross or net amount.

The last day to submit the WDE112 is **January 2, 2019**. 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, leave the certificate number and certificate expiration date blank on the WDE112, and email the newly certified teacher's eligibility letter from the National Board for Professional Teaching Standards (NBPTS) to [Kim Morrow](#) at the WDE. If a teacher has been previously certified in another state or school district, the teacher should update their profile on the [NBPTS's website](#) to reflect their current information.

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

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*For questions, contact Kim Morrow, School Foundation Supervisor, at 307-777-6000 or [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov).*