



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Lisa Weigel**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer

**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-2060  
Phone: (307) 777-7675  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

edu.wyoming.gov  
wyomingmeasuresup.com

## MEMORANDUM NO. 2016-135

**TO:** School District Superintendents  
Business Managers

**FROM:** Dianne Bailey, Chief Operations Officer

**DATE:** November 28, 2016

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

## NATIONAL BOARD CERTIFIED TEACHER PAID REPORT NOW AVAILABLE

### SUBMISSIONS DUE JANUARY 3, 2017

The 2016-17 WDE112 report form is available on the Wyoming Department of Education (WDE) website. This report is used by the WDE to reimburse school districts for qualifying National Board Certified Teacher 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, 2017.

The WDE will reimburse districts exactly \$4,000.00 per qualifying teacher before February 15, 2017. Local school districts decide whether to pay the gross or net amount.

The last day to submit the WDE112 is **January 3, 2017**. 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, 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 Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto: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's website](#) to reflect their current information.

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

*For questions, please contact Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov), or 307-777-5808.*