



Wyoming Teacher Externship Process

All CTE Teacher Externship activity must be completed for stipend payment processing within the fiscal year in which the externship occurred or we will be unable to process the stipend.

Step 1 – Planning Process

Before beginning the externship, contact Dr. Michelle Aldrich at michelle.aldrich@wyo.gov to confirm you are eligible for the externship reimbursement. Please note that stipends have a 40 hour cap per year.

Step 2 – Payment

If you have been paid by either the Wyoming Department of Education (WDE) or any state agency you were assigned a vendor code number (VC#). Provide the VC# with your externship documents. If you are unsure or would like to verify that your information is correct, please contact ilaine.brown1@wyo.gov. Alternatively, if you have never been paid by WDE or any state agency, please follow these directions:

- Complete, **sign**, date, scan and email the most current version of the IRS Form [W-9](#) to ilaine.brown1@wyo.gov
- Should you wish to be paid by direct deposit we will need you to also provide the original banking documentation, for example: an unused, voided check or an original letter from your financial institution verifying your account/routing information to: the original to: Wyoming Department of Education, ATTN: Julie Samora, 122 W. 25th St. Suite E200, Cheyenne, WY 82002-0050. The banking documents must be original and the W-9 must contain a wet signature.

Step 3 – Documents

Please scan and email the following externship documents to ilaine.brown1@wyo.gov:

- Paycheck stubs from the employer (if you were paid by the employer)
Please note, if you have been paid by the employer, that amount will be deducted from the stipend.
- Completed Teacher Externship Time Log page 15 (signed by you and the employer)
- Completed PTSB form and questions for Externship CEUs page 36 (if CEUs are desired).

Step 4 – Survey

Complete the [survey](#). You will need your WISER ID. If you do not have this information, please contact your school district's human resource department and they should be able to provide it to you.

If you are requesting payment for your externship you must complete the survey which will generate the invoice. The following are the steps to complete the invoice:

1. Download the invoice template.
2. Enter the date and invoice number.
3. Complete your name and address as it appears on your W-9.
4. Enter your externship information .
5. Enter the amount of hours you are requesting reimbursement for. (Remember we cannot reimburse for over 40 hours of externship at \$35/hour per fiscal year July-June)
6. Email completed invoice to ilaine.brown1@wyo.gov.

IF YOU DO NOT SUBMIT AN INVOICE WDE WILL BE UNABLE TO PAY YOUR STIPEND.