**UW Superintendent Certificate Completion**

Complete steps 1-3 below if you plan to apply to PTSB for the superintendent endorsement PRIOR to completing the EdD.

1. Be sure you have successfully completed the required 26 credit hours for the certificate program.
2. Complete the “change of major” form to add the School District Superintendent Certificate” program to your current EdD in Education. Click [here](http://www.uwyo.edu/registrar/_files/docs/ChangeMajor.doc) for the change of major form.
3. Complete the [**Anticipated Graduation Date**](http://www.uwyo.edu/ci/_files/docs/anticipatedgrad.doc) form. To complete the form:
	1. Fill out the top section of the document
	2. Under Degree and Program Information, enter the following:
	3. Degree Sought: type “Certificate”
	4. Major: type “Education”
	5. Concentration: type “School District Superintendent Certificate”
	6. Complete the Diploma Information and the bottom section of the document. Be sure to sign and date the form.

After you have completed the form, mail it to the Registrar’s Office **during** the semester you intend to complete your degree. You will also need to pay the diploma fee; see the [Registrar’s website](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html).

**EdD Program Completion**

When you are in your last semester of coursework, complete the [**Anticipated Graduation Date**](http://www.uwyo.edu/ci/_files/docs/anticipatedgrad.doc) form. To complete the form:

1. Fill out the top section of the document
2. Under Degree and Program Information, enter the following:
3. Degree Sought: type “EdD”
4. Major: type “Education”
5. Concentration: type “Educational Administration” or “Educational Leadership” (check your transcript or degree evaluation to see which concentration you should use)
6. Complete the Diploma Information and the bottom section of the document. Be sure to sign and date the form.

After you have completed the form, mail it to the Registrar’s Office **during** the semester you intend to complete your degree. You will also need to pay the diploma fee; see the [Registrar’s website](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html).

**PTSB Superintendent Endorsement**

After completion of either the Superintendent Certificate program or the EdD program, you may apply for a Superintendent Endorsement from the Wyoming Professional Teaching Standards Board (PTSB). For more information, please visit the link below:

[**http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx**](http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx)

Please mail your completed Institutional Recommendation (IR) form, along with a self-addressed stamped envelope, to:

 Office of Teacher Education

 Attention: Vicki Nelson

 Dept. 3374

 1000 E. University Ave.

 Laramie WY 82071

If you have questions about the IR form, please contact Vicki Nelson, (307) 766-2230 or vnelson8@uwyo.edu.