**Principal Certificate Program Completion**

When you are in your last semester of coursework, you must complete the [**Anticipated Graduation Date**](http://www.uwyo.edu/ci/_files/docs/anticipatedgrad.doc) form. This will inform the Registrar’s Office to add the “Principal Certificate” notation to your transcript and also will ensure that you receive an official UW Certificate. To complete the form:

1. Fill out the top section of the document,

2. Under Degree and Program Information, enter the following:

Degree Sought: type “Certificate”

Major: type “Education”

Concentration: type “School Principal Certificate”

4. 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 certificate. You will also need to pay the graduation fee; see the [registrar’s website](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html).

**PTSB Principal Endorsement**

After completing the Principal Certificate program, you may apply for a Principal 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)