**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, including your W# and mailing address

2. Under “College of” select “Education”

3. Under “Graduate Degree Students” and “Degree Sought” type “Principal Certificate”

4. 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 completion of 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)

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](mailto:vnelson8@uwyo.edu).