

## WCMA Application Instructions & Checklist

Mail all application materials to:  
WCMA-WIND  
Department 4298  
1000 E University Avenue  
Laramie, WY 82071-4298

Direct application questions to:  
Lori Kimbrough  
WCMA Project Coordinator  
(307) 766-5060 or  
wcma-wind@uwyo.edu

**Mentee** applicants complete and include the following items:

- \_\_\_ Application
- \_\_\_ Cover Letter (explaining your interest in the program)
- \_\_\_ Copy of WY Teaching Certificate with endorsements
- \_\_\_ Teacher Participant (Mentee) Survey
- \_\_\_ 2 Letters of Recommendation
  - One letter of recommendation from your building principal and
  - One letter of recommendation from a certified educator in your district who can attest to your dedication to special education (Examples: Special Education Directors, Superintendents, Special or General Education Teachers)
- \_\_\_ College Transcript Record
- \_\_\_ Request official transcripts from all post secondary institutions attended be sent to WCMA

**Mentor** applicants complete and include the following items:

- \_\_\_ Application
- \_\_\_ Copy of WY Teaching Certificate with endorsements
- \_\_\_ Mentor Teacher Participant Survey

**Administrator** applicants complete and include the following items:

- \_\_\_ Application
- \_\_\_ Administrator Survey