

EDUCATIONAL LEADERSHIP

PROGRAM COMPLETION INFORMATION

*Please note that you must be registered for 1 credit hour the semester you graduate. Please reach out to the Ed Leadership Office Associate Tiffany LeGal at tlegal@uwyo.edu to request PRST 5940-60 Continuous Registration, if necessary. Also, in order to check on your program process and paperwork needs, please check your [Degree Works](#).

To finalize the completion of your program, please click on the links under your program title below for instructions.

Principal Certificate

[UW Principal Certificate Program Completion](#)
[PTSB endorsement](#)

Master's in Educational Leadership

[Master of Arts Program Completion](#)
[PTSB endorsement](#)

School District Superintendent Certificate

[UW Superintendent Certificate Completion](#)
[PTSB endorsement](#)

Doctor of Education (EdD) in Educational Leadership

[Doctor of Education Program Completion](#)
[UW Superintendent Certificate Completion](#) *(If needed prior to EdD Completion)*
[PTSB endorsement](#)

UW Principal Certificate Program Completion

When you are in your last semester of coursework, you must declare your [Anticipated Graduation Date](#) via WyoRecords. This will inform the Registrar's Office to add the "School Principalship 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.

Under Degree and Program Information, enter the following after Degree Sought: *School Principalship Certificate*

2. 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 **as early as possible** during the semester you intend to complete your certificate. You will also need to pay the graduation fee; see the [registrar's website](#).

After your certificate has been noted on your transcript (sometime during the following semester), you may apply for your PTSB principal endorsement.

Master of Arts Program Completion

When you are in your last semester of coursework, you must declare your [Anticipated Graduation Date](#) via WyoRecords. To complete the form;

1. Fill out the top section of the document.
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: MA
 - o Major: Education
 - o Concentration: Educational Leadership
3. 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 **as early as possible** during the semester you intend to complete your degree. You will also need to pay the graduation fee; see the [registrar's website](#).

After your certificate has been noted on your transcript (sometime during the following semester), you may apply for your PTSB principal endorsement.

UW Superintendent Certificate Program Completion

When you are in your last semester of coursework, you must declare your [Anticipated Graduation Date](#) via WyoRecords. This will inform the Registrar's Office to add the "School District Superintendent 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 after Degree Sought: *School District Superintendent Certificate*.
3. 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 **as early as possible** during the semester you intend to complete your certificate. You will also need to pay the graduation fee; see the [registrar's website](#).

After your certificate has been noted on your transcript (sometime during the following semester), you may apply for your PTSB superintendent endorsement.

Complete the steps below if you want to apply to PTSB for the superintendent endorsement PRIOR to completing your EdD.

Be sure you have successfully completed the required 26 credit hours for the certificate program.

Complete the [program change form](#) to add the School District Superintendent Certificate" program to your current EdD in Education. **Please Note:** *do not change from the EdD to the Certificate but rather add it to your current EdD program.* Send this form to your advisor/chair for signature.

Follow instructions above to complete the Anticipated Graduation Date form and pay the graduation fee.

Doctor of Education Program Completion

Please note: if you are interested in applying to PTSB for your superintendent endorsement before completing your EdD, please [click here](#).

When you are in your last semester of coursework, you must declare your [Anticipated Graduation Date](#) via WyoRecords. To complete the form:

1. Fill out the top section of the document.
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: EdD
 - o Major: Education
 - o Concentration: Educational Leadership
3. 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 **as early as possible** during the semester you intend to complete your degree. You will also need to pay the graduation fee; see the [registrar's website](#).

After your certificate has been noted on your transcript (sometime during the following semester), you may apply for your PTSB principal endorsement.

PTSB Endorsement^[SEP]

After declaring your [Anticipated Graduation Date](#) via WyoRecords. and after your certificate or degree has been noted on your transcript, you may apply for an endorsement from the Wyoming Professional Teaching Standards Board (PTSB). [Click here](#) for more information.

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

Teacher Preparation and Advising Office
Attention: Luke Hellmuth
Dept. 3374
1000 E. University Ave.
Laramie WY 82071

If you have questions about the IR form, please contact Luke Hellmuth at 307-766-2230
or lhellmut@uwyo.edu.