

EDUCATIONAL LEADERSHIP

PROGRAM COMPLETION INFORMATION

*Please note that you *must* be registered for 1 credit hour the semester you graduate.

If you have completed your required coursework, please reach out to the Ed Leadership Office Associate Tiffany LeGal at tlegal@uwyo.edu to request PRST 5940-60 Continuous Registration, if necessary. This is not a class per se, but a \$40 place-holder to keep you active.

Also, in order to check on your program process and paperwork needs, please refer often to your [Degree Works](#).

To finalize the completion of your program(s), please be sure to follow these important steps:

1. Declare Graduation (for both programs and certificates)
2. Pay your diploma or certificate fee (or both if you are receiving both)

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 Graduation Date via WyoRecords. To do so; follow the directions on the link. This will inform the Registrar's Office to add the "School Principal Certificate" notation to your transcript and also will ensure that you receive an official UW Certificate. To declare graduation:

1. Follow the directions to Declare Graduation [here](#).
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: Principal Certificate
 - o Major: EducationConcentration: Educational Leadership

3. 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 [Graduation Date](#) via WyoRecords. To do so;

1. Follow the directions to Declare Graduation [here](#).
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: MA
 - o Major: Education
 - o Concentration: Educational Leadership

3. 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.

You may need to attach your copy of your official acceptance letter to UW.

UW Superintendent Certificate Program Completion

When you are in your last semester of coursework, you must declare your [Graduation Date](#) via WyoRecords. To do so; follow the directions on the link. 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 do so;

1. Follow the directions to Declare Graduation [here](#).
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: Superintendent Certificate
 - o Major: Education
 - Concentration: Educational Leadership

3. 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 online](#) 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 declare your Graduation Date 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 Graduation Date via WyoRecords.

1. Follow the directions to Declare Graduation [here](#).
2. Under Degree and Program Information, enter the following:
 - o Degree Sought: EdD
 - o Major: Education
 - o Concentration: Educational Leadership
3. 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

After declaring your [Graduation Date](#) via WyoRecords, and after your certificate and/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
Attn: Hannah Wiley

Dept. 3374
1000 E. University Ave.
Laramie, WY 82071

If on campus:
McWhinnie Hall 100
Laramie, WY 82070

(307) 766-2230 | hwiley@uwyo.edu

You may want to include your copy of your official acceptance letter into said program.

If you have questions about the IR form, please contact Hannah Wiley at 307-766-2230 or email her at hwiley@uwyo.edu.

