

WYOMING TEACHER EXTERNSHIP PROCESS

Step 1 – Planning Process

Before beginning the externship, contact Dr. Michelle Aldrich at michelle.aldrich@wyo.gov to confirm you are eligible for the externship reimbursement. In the event you are eligible and you believe that the reimbursement will exceed \$1,500, please contact Ilaine Brown at ilaine.brown1@wyo.gov to execute a contract. A contract is required if the stipend will exceed \$1,500 in one fiscal year.

Step 2 – Payment

If you have been paid by either the Wyoming Department of Education (WDE) or any state agency you were assigned a vendor code number (VC#). Provide the VC# with your externship documents. If you are unsure or would like to verify that your information is correct, please contact ilaine.brown1@wyo.gov. Alternatively, if you have never been paid by WDE or any state agency, please follow these directions:

- Complete, **sign**, scan and email the most current version of the IRS Form [W-9](#) and mail the original to: Wyoming Department of Education, ATTN: Miranda Aumack, 122 W. 25th St. Suite E200, Cheyenne, WY 82002-0050
- Should you wish to be paid by direct deposit we will need you to also provide Miranda with original banking documentation, for example: an unused, voided check or an original letter from your financial institution verifying your account/routing information. These documents must be originals.

Step 3 – Survey

Complete the [survey](#) in the online portal. You will need your WISER ID, School ID and District ID. If you do not have this information, please contact Elizabeth Foster, Data Collections Specialist, at elizabeth.foster@wyo.gov and she will provide it to you.

Step 4 – Documents

Please scan and email the following externship documents to ilaine.brown1@wyo.gov:

- Paycheck stubs from the employer (if you were paid by the employer)
- Completed Teacher Externship Time Log page 15 (signed by the employer)
- Completed PTSB form and questions for Externship CEUs page 36 (if CEUs are desired).

Please note, if you have been paid by the employer, that amount will be deducted from the stipend (i.e. if you were paid \$10/hr. you will receive a \$25/hr. stipend from WDE). Upon receipt of all documents, an invoice will be generated. The invoice and supporting documents will be processed for payment. Depending on the volume of payment requests, it could take up to 3 weeks to complete the payment process once the invoice is generated.