

Endorsement

If you are applying for (or renewing) a Standard Educator License you can add a coaching endorsement for no additional fee. To add a coaching endorsement at any other time, there is a \$50 fee.

Head Coach Requirements

- Current 1st Aid & CPR Training
- Care & Prevention of Athletic Injuries
- Foundations of Coaching
- Prior Coaching Experience OR Theory of the Specific Sport

Assistant Coaching Requirements

- Current 1st Aid & CPR Training
- Care & Prevention of Athletic Injuries
- Foundations of Coaching

Any educator who holds a Head Coaching Endorsement in at least one sport is also eligible to be an Assistant Coach in ANY sport.



Permit

A Coaching Permit is for non-licensed individuals. If you hold a Standard Educator License, please see the endorsement requirements. If you do not meet the requirements, please see the Transitional Coaching Permit requirements.

Head Coach Requirements

- High School Diploma or High School Equivalency Certificate
- Current 1st Aid & CPR Training
- Care & Prevention of Athletic Injuries
- Foundations of Coaching
- Prior Coaching Experience OR Theory of the Specific Sport
- Developmental Psychology Course

In order to renew a Head Coach Permit, applicants are required to obtain five (5) continuing education credits every five (5) years.

Assistant Coaching Requirements

- High School Diploma or High School Equivalency Certificate
- Current 1st Aid & CPR Training
- Care & Prevention of Athletic Injuries
- Foundations of Coaching
- Prior Coaching Experience OR Theory of the Specific Sport

Transitional

A Transitional Coaching Permit is issued when an applicant is unable to meet all of the requirements for a coaching endorsement or permit, but has been hired for a coaching position in a Wyoming school district.

Head Coach Requirements

- High School Diploma or High School Equivalency Certificate
- Current 1st Aid & CPR Training
- Care & Prevention of Athletic Injuries
- Verification of Employment in a Wyoming School District

Assistant Coaching Requirements

- High School Diploma or High School Equivalency Certificate
- Current 1st Aid & CPR Training
- Verification of Employment in a Wyoming School District

Any applicant who is granted a transitional coaching permit will have THREE (3) years to complete ALL requirements. This is non-renewable.



Licensing Specialists



Nannette Tardif

2008-Present
(Last Names A-G)

nannette.tardif@wyo.gov
(307) 777-7294

Nannette has been with PTSB for ten years as a Licensing Specialist and the Workshop Coordinator. She was born and raised in Maine before calling Wyoming home. She has two sons; a human one named Alex, and a canine one named, Bentley.



Allie Leitza

2017-Present
(Last Names H-O)

allie.leitza@wyo.gov
(307) 777-7295

Allie has been a licensing specialist for a year, and has taken the lead on the Computer Science project. She is a Pine Bluffs native and Casper College alum where she earned a degree in Agribusiness. She loves cattle, hiking, and her dog, Moxie.



Trisha Wright

2007-Present
(Last Names P-Z)

trisha.wright@wyo.gov
(307) 777-2486

Trisha has been with PTSB for 11 years. She is the Lead Licensing Specialist and the Fiscal Assistant for the Board Office. She has been married to her husband, Jason, for eight years. Trisha has a son, Ethan, and a dog named Oliver — both of whom frequently visit the PTSB office.

Frequently Asked Questions

Do I have to submit fingerprints and the US/WY Constitution?

Yes. Every applicant is required to provide these two things unless the applicant currently holds a valid permit or license with PTSB. Once an applicant meets the US/WY Constitution requirement they do not need to do it again.

Do I need 1st Aid and CPR?

Yes. PTSB requires all coaches be certified in both areas.

Can I take an online 1st Aid/CPR course?

Applicants must either take a hands-on or hybrid (online and hands-on) 1st Aid/CPR course. PTSB cannot accept online-only courses.

Can I renew my Transitional Coaching Permit?

No. A Transitional Coaching Permit is valid for three (3) years ONLY. No extensions will be granted.

Can I send PTSB part of my application and the rest later?

No. Your application will be marked as incomplete and will not be processed unless we have a COMPLETE application.



Coaching



1920 Thomes Ave., Suite 100
Cheyenne, WY 82002
Phone: (307) 777-7291
Email: wyooptsb@wyo.gov
Web: wyomingptsb.com