

CREATING
OPPORTUNITIES
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WYOMING
DEPARTMENT OF EDUCATION

Wyoming Department of Education
Division of Individual Learning
Special Education and Related Services Provider
Personnel Shortage Tuition Reimbursement Program

Memorandum of Agreement

Introduction

The Wyoming Department of Education, Division of Individual Learning seeks to address the personnel shortage of special education teachers and related service providers available to serve Wyoming local education agencies, including school districts and child development centers. The Department will grant monies to a local education agency (LEA) demonstrating a long-term special education or related service vacancy to allow that LEA to offer a tuition reimbursement stipend to a selected candidate for hire. Under this Memorandum, the Department, recipient LEA, and Participant candidate enter into a partnership for a minimum of two years.

The LEA will receive a stipend totaling \$12,000 on behalf of Participant who has accepted employment with LEA as a special education teacher or related service provider. LEA will deliver the stipend to Participant to provide reimbursement in the amount of \$12,000 of the tuition costs associated with the completion of the Participant's professional training and certification program.

Eligibility Requirements

LEA: To be eligible for receipt of the stipend funds, LEA must demonstrate that they have a long-term vacancy for a full-time special education teacher or related service provider, which has remained unfilled for 12 or more months. LEA must also demonstrate that they have made adequate efforts to advertise and recruit qualified candidates for this vacancy.

Participant: To be eligible, Participant must have obtained Wyoming Professional Teaching Standards Board (PTSB) certification or other Wyoming professional board licensure as a Special Education Teacher (including Teaching of Exceptional

Special Education Personnel Shortage
Tuition Reimbursement Stipend Program
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1 | Page



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Children, Exceptional Specialist, or Early Childhood/Special Education Teacher) School Psychologist, Speech-Language Pathologist, Occupational Therapist, or Physical Therapist, and have been hired to provide special education and/or related services to students with disabilities under the Individuals with Disabilities Education Act (IDEA).

The purpose for the *Memorandum of Agreement* is:

- To clarify for the Participant and for the LEA the expectations and commitments required as part of the Personnel Shortage Tuition Reimbursement program; and
- To serve as an explanation of the process and procedures that are to be followed for the dispersal of the Tuition Reimbursement stipend funds.

The Memorandum of Understanding serves as a formal agreement between the Wyoming Department of Education, the LEA and the Participant.

Employee Expectations

- Upon receipt of (a) a Wyoming Professional Teaching Standards Board certificate or other Wyoming professional board licensure, AND (b) offer and acceptance of hire by LEA, Participant will be required to work for two (2) years with the LEA as a special education teacher and/or related service provider. If Participant terminates employment before completing their two years of service, 100% of any disbursed stipend monies must be returned to the LEA and the Wyoming Department of Education.
- If employment is terminated for Participant at any time during the two year period by the LEA Board of Directors, administration or licensing agencies, Participant will be required to reimburse the LEA for 100% of the stipend, and the LEA will be required to reimburse WDE for 100% of the stipend.

Distribution of Stipend

The LEA will receive the \$12,000 scholarship monies through the Wyoming Department of Education, Division of Individual Learning. Funds will be made available following the submission of (a) copy of Participant's WY PTSB certificate or other Wyoming professional board licensure, and (b) a signed employment contract, verifying the employment of Participant by LEA as a special education teacher or related service provider.

Questions can be directed to:

Wyoming Department of Education
Division of Individual Learning
Herschler Building, 2nd Floor
122 W. 25th St., Suite E200
Cheyenne, WY 82002
307-777-3530

Special Education Personnel Shortage
Tuition Reimbursement Stipend Program
Memorandum of Agreement

Signed Agreement

I hereby agree to the terms and conditions outlined in this document:

Employee Signature

Date

District Supervisor Signature

Date

District Superintendent Signature

Date

