



| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | bosa.mn.gov |

Administrative Variance for a Lapsed License

[Minnesota Rule 3512.2300](#) requires that an administrator who allows their continuing license to lapse for more than 60 days and is currently employed as an administrator or supervisor must obtain a variance from the Board of School Administrators (BOSA) while the board renews their license. The Licensing Committee of the Board of School Administrators reviews the variance request. The Committee meets once a month.

A variance may be granted to allow the candidate to complete the requirements for re-licensure. Variances can only be granted up to one year at a time.

The Licensing Committee reviews the variance, and their recommendation is brought to the board for approval or disapproval. The Executive Director of BOSA will notify the applicant regarding the outcome of the variance request.

To be considered for a variance, an individual must complete the following and email the completed form to the executive director:

- Verify that all administrators within the school district have paid the annual BOSA fee of \$100. This fee is due January 31st of each school year.
- Include a \$55 check made out to the Board of School Administrators for the variance.
- Complete the Request for Administrative Variance Form below.

Request for Administrative Variance for a Lapsed License Form

District Name and ISD Number:

Name and Email Address of the individual filling out this form:

Name and File Folder Number of the individual for whom the variance is requested:

For clarification or additional information contact:

Karen Schaub, Executive Director

Karen.Schaub@state.mn.us

651-582-8236

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Administrative area of the variance request:

- | | |
|--|--|
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> K-12 Principal |
| <input type="checkbox"/> Assistant Superintendent | <input type="checkbox"/> Assistant Principal |
| <input type="checkbox"/> Director of Community Education | <input type="checkbox"/> Director of Special Education |
| <input type="checkbox"/> Assistant Director of Community Education | <input type="checkbox"/> Assistant Director of Special Education |
| <input type="checkbox"/> Dean of Students (<i>when required</i>) | |

Please explain why the administrator was unable to renew their administrative license on time:

If this variance were granted, does the administrator have enough BOSA-approved clock hours to qualify for renewal?

- Yes No, they would need _____ additional CEUs for renewal.

I attest that the information stated in this variance request is accurate to the best of my knowledge.

_____	_____	_____
Signature of District Superintendent or School Board Chair	Print Name	Date

Once an administrative variance has been approved, the administrator must fill out the [Minnesota Educator Renewal License Application](#) and submit a renewal fee to the Professional Educator Licensing and Standards Board (PELSB). BOSA advises including a copy of the Order Granting Variance when submitting the License Renewal Application. Please review your administrative license within 30 days of approval to ensure accuracy.

Administrators can visit mn.gov/pelsb/current-educators/renew, email pelsb@state.mn.us, or call 651-539-4200 for more information about renewing their license.

For clarification or additional information contact:
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