



Request for Approval by Districts/Organizations for MN READ Act Administrator Professional Development CEUs

Beginning July 1, 2024, each district and charter school must provide teachers and instructional support staff responsible for teaching reading with training on evidence-based reading instruction approved by the Department of Education. The Board of School Administrators (BOSA) acknowledges that many administrators will choose to involve themselves in training to support teachers in The Read Act.

BOSA will make CEUs available for administrators who have successfully completed any of the three approved professional development programs. Understanding that administrators may not be available to participate in the total number of hours a teacher does, we are offering the BOSA Administrator-approved CEUs for a reduced number (see below). BOSA has streamlined the application process for the READ Act training to obtain Administrative CEUs without individual administrators having to fill out the CEU request form.

Approval must be secured before beginning a continuing education professional development activity if clock hours are to be earned. (Minnesota Rule 3512.1200) Districts/Organizations, please email the completed form to gabrielle.caron@state.mn.us.

Contact Person: _____

Phone: _____

Email Address: _____

City: _____

State: _____

Zip Code: _____

Agency, Business, or Institution conducting the program: _____

Dates of training: _____

Approved Minnesota READ Act-Funded Professional Development Programs

____ **CARIAI: (Advancing Language and Literacy** – Center for Applied Research and Educational Improvement (CAREI University of Minnesota) – **25 Administrative CEUs**

____ **OL & LA: Online Language and Literacy Academy** – Consortium on Reaching Excellence in Education (CORE) **20 Administrator CEUs**

LETRS: Language Essentials for Teachers of Reading and Spelling (Lexia)

____ **25 Administrative CEUs** for Volume 1

____ **LETRS - 25 Administrative CEUs** for Volume 2

____ **LETRS for Administrator Training – 35 Administrative CEUs**

Continuing Education Program Application Guidelines

- It is requested that applications from School Districts/Organizations should be received three weeks in advance of the start of the training.
- READ Act pieces of training can be approved for up to two years in advance; however, information regarding change of dates and any changes in the activities or program must be submitted to the Board of School Administrators to issue a new certificate. It is an ethics violation if original certificates are altered.
- It will be up to the School District/Organization to keep records of staff who have completed the READ Act training.