



Board of School Administrators  
Minnesota Department of Education Building  
1500 Highway 36 West  
Roseville, MN 55113

## Request for Approval of a Continuing Education Program

Please note that the new rules now require all professional development initiators seeking Board of School Administrators' approval must address the competencies found in [Minnesota Rules, statute 3512.0510](#).

Prior approval is required before a program is conducted. (Please email the completed form to [marquetta.stokes@state.mn.us](mailto:marquetta.stokes@state.mn.us))

**Activity Contact Person:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Agency, Business, or Institution conducting the program:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Number of Clock Hours Requested\*** (minimum of three (3) required): \_\_\_\_\_

\*The board does not allow pre-conference activities, welcomes, introduction periods, networking, silent auctions, lunch periods, venter break times, closing comments, or business meetings to count toward clock hours. The board also does not allow groups to count hours working through a lunch period.

**Date of Program(s):**

**Number of times the program will be offered:** \_\_\_\_\_ **Total number of participants:** \_\_\_\_\_

**Place(s) where the program will be offered:**

List your target audience (list your client group here, the form will expand to fit):

List the Minnesota competencies that the program addresses:

Briefly describe the program components, the modality of delivery, how you will ensure attendance, and any evidence that suggests that your approach improves administrators' performance. ***Describe your program components here.***

Briefly describe how you will assess the learning outcomes for the program. This may include, but is not limited to, a copy of the evaluation used after the program. List any prerequisite education or experience required for admission to the program. ***Describe your evaluation specifics here:***

List the names and positions of licensed administrators who, together with the initiator, have identified the area to be studied as an area of value to Minnesota administrators. ***List your administrators and their positions here.***

Provide or attach a specific schedule/agenda of sessions, including breaks and lunches, to be required for each participant and describe the time allocations. ***Enter your schedule or agenda here.***

List the names and positions of professional staff who will provide program instruction or leadership\*

**\*Please note that school district activities in which district employees make presentations to other employees within the same district do not count toward the 125 clock-hour requirement.**

List the names of instructional or leadership staff here.

*NOTE: Incomplete addresses or information may result in a delay in processing your request. When a program is approved, a certificate of program completion is sent to the initiator, who signs it and gives each participant who satisfactorily completes the program two copies. (The initiator duplicates the certificate for each participant.)*

If you have any questions regarding this form, please contact the Minnesota Board of School Administrators at 651-582-8754 or fax 651-797-1608.

## Continuing Education Program Application Guidelines

- All administrative Continuing Education Program applications must be pre-approved by the Board of School Administrators.
- Minnesota Rules require the program to be a minimum of three (3) clock hours.
- **All questions on the application form must be answered, per Minnesota Rule.**
- Activities 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 so that a new certificate can be issued. Original certificates must not be altered.
- Individuals submitting the request for administrative Continuing Education Program clock hours have the responsibility of providing two copies of the certificate for each administrator attending the activity or program. If the certificate is used for a national conference, the requestor must let attendees know how to obtain the certificate at the conference location.
- **Applications must be received three weeks in advance.**