



1500 Highway 36 West, Roseville, MN 55113

Administrative variance for those for those organizations that did not receive prior approval for continuing education activities

Minnesota Rule 3512 requires an initiator of a continuing education program must receive prior approval for continuing education programs. Programs not receiving prior approval or a waiver from the board designee must obtain a continuing education variance from the board in order to qualify an approved continuing education program under part 3512.2300, subpart 3.

To be considered for a variance, the program initiator must complete the following:

1. Submit a \$55 check made out to the Board of School Administrators.
2. Submit the completed [Request for Approval of a Continuing Education Program](#) form with this variance request.
3. Include two letters from participants of this program supporting the efficacy of the program.
4. Request for Administrative Variance Form below. Please complete a separate form for each administrator for whom a variance request is made.

Request for Administrative Variance Form

- Program Initiator: _____
- Program Initiator Contact and **cell phone** number: _____
- List the reasons why the Program Initiator failed to get prior approval as required by Rule.

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

_____ Date: _____

Program Initiator

For clarification or additional information contact:

*Dr. Tony Kinkel, Executive Director
Phone: 651-582-8236*