



400 NE Stinson Blvd., Minneapolis, MN 55413

## **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. Mailing address Minnesota Department of Education, 400 Stinson Blvd. Minneapolis, MN 55413.
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:*

*Karen Schaub, Executive Director  
Phone: 651-582-8236*