



1500 Highway 36 West, Roseville, MN 55113

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

Minnesota Rule 3512 requires an initiator/individual 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.

 I am an individual seeking approval for activities (including national conferences) in which I did not receive pre-approval.

 I am requesting this variance on behalf of an initiator of an event who did not get prior approval.

To be considered for a variance, the program individual/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 below with this variance request.
3. If an initiator, one must include two letters from attendees of this program supporting its efficacy.
4. If an individual, one must include the agenda and a receipt documenting that one paid for the event.
5. Please complete a separate form for each administrator for whom a variance request is made.

Request for Administrative Variance Form

- Name of Program Initiator or individual : _____
- Program Initiator Contact or individual **cell phone** number: _____
- If you are an individual, please list the numbers of clock hours you are requesting. Please do not include hours for introduction periods, lunch hours or coffee breaks.

- If you are representing a Program Initiator, please list the reasons why the 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: _____
Signature Program Initiator or individual

For clarification or additional information contact:

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