



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

## Request for Approval of a Continuing Education Program

The new rules now require all professional development initiators seeking Board of School Administrators' approval to address the competencies found in [Minnesota Rules 3512.0510](#). Rule revisions passed on June 1, 2020.

If clock hours are to be earned, approval must be secured before beginning a continuing education professional development activity. 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 hours required) \_\_\_\_\_

\*The board does not allow pre-conference activities, welcomes, introduction periods, networking, silent auctions, lunch breaks, vendor break times, closing comments, or business meetings to count toward clock hours.

Provide (in text box) or attach the specific schedule/agenda of sessions (including breaks and lunches) with the time allocated to each session.

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**Date and year of Professional Development Activity(s)** (Please note organizations may request permission to conduct events over a two-year time period).

**Session Format:**

☐

In-person

☐

Virtual (Please check which modality will be used)

☐

Synchronous (participants watch live-streamed sessions from different locations)<sup>1</sup>

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Asynchronous (participants can access and watch sessions at any time)<sup>2</sup>

Briefly describe how you will ensure attendance and any evidence that suggests that your approach improves administrators' performance here: <sup>1</sup>

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<sup>1</sup> For synchronous sessions, program initiators must verify attendance before distributing BOSA Official Certificates. Examples of verification include participants typing their names in the chat at the end of the session, screen shots of participants, etc.

Will this professional development activity be available to all licensed administrators in the State of MN?

YES                      NO

If so, is there a cost to attend?   YES   ☐                      NO   ☐

List the *specific* Minnesota competencies from [Minnesota Rules, statute 3512.0510](#), that the program addresses:

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Briefly describe how you will assess the learning outcomes for the program here. This may include, but is not limited to, a copy of the evaluation used after the program. <sup>2</sup>

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<sup>2</sup> For asynchronous sessions, initiators must ensure learning outcomes by having participants complete assessments such as questions about learning in the survey (evaluation) instruments, online quizzes, exams, or personal statements of how participants plan to incorporate the learning in their respective fields.

List the names of licensed directors, principals, and superintendents practicing in Minnesota school districts who worked with the initiator to identify and develop the areas to be studied here:

List the specialty training and/or credentials of the presenters who will provide program instruction or leadership here:\*

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***\*School districts may not count activities in which district employees make presentations to other employees within the same district unless the presenting employee serves as a consultant to other organizations or has completed specialty training beyond the academic requirements for licensure in the topic covered during the activity period.***

## **Continuing Education Program Application Guidelines**

- **Applications must be received three weeks in advance.**
- **All questions on the application form must be answered.**
- 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. It is an ethics violation if original certificates are 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 requester must let attendees know how to obtain the certificate at the conference location.