MINNESOTA BOARD OF SCHOOL ADMINISTRATORS

| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | bosa.mn.gov |

# Individual Request for Approval for a Continuing Education Program

This form was developed to assist administrators in earning Board of School Administrators (BOSA) CEUs when the initiator has not and/or will not request BOSA-approved CEUs for professional development activities that align with Minnesota competencies found in Minnesota Rule 3512.0510.

*Note: This form should only be used in limited situations. This is not to be used for all 125 BOSA-approved CEUs.*

Date of Request: _____ Name of Attendee: _____

Cell Phone: _____ Email Address: _____

Program Title: _____

Program Date: _____

Agency, Business, or Institution Conducting Program: _____

Website for Conference/Agenda: _____

City: _____ State: _____

Is this request for pre-approval or post-approval?

☐ Pre-approval ☐ Post-approval

If this request is for post-approval, explain why you did not receive pre-approval from BOSA:

_____

Number of Clock Hours Requested:

_____

*Note: A minimum of three hours are 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 (MN Statute 3512.1200).*

Session Format:

☐ In-Person ☐ Virtual Synchronous ☐ Virtual Asynchronous

List the specific Minnesota main competencies and sub-competencies from Minnesota Rule 3512.0510 that are/will be addressed by the program:

_____

List the specialty training or credentials of the presenters who provided/will provide program instruction or leadership:

_____

Describe two or three pieces of new information you learned from attending the event:

_____

I attest that the information on this Individual Request for Approval of a Continuing Education Program is true to the best of my knowledge.

_____ _____

Signature Date

## Next Steps

- Email the completed form to gabrielle.caron@state.mn.us for review and processing.
- Attach registration verification, certificate of completion, proof of attendance, handouts, or brochures to your request.

*Note: CEU certificates will not be sent out until after the training and all paperwork is complete.*