

ADMINISTRATIVE CEU REQUEST FORM

THIS IS A TEMPLATE-PLEASE MAKE A COPY

NOTE: Please complete and return to grutan01@hamline.edu 3 weeks prior to your event (preferred by MN Dept. of Education) and NO LATER than 1 day in advance of event operation (*required* by MN Dept. of Education). *Asterisk noted means required.*

NAME OF EVENT:*

Summary of Program or Description: *

DAY, DATE, AND TIME OF EVENT:*

Session Format: _____

- Virtual (Please check which modality will be used)
- Synchronous (participants watch live-streamed sessions from different locations)¹
- Asynchronous (participants can access and watch sessions at any time)²

ADD AGENDA AND TIMELINE:* Please add meeting, lunch, and break times. Please DO NOT include links.

How many CEUs total (must be more than 3): _____ *

Briefly describe how you will ensure attendance and any evidence that suggests that your approach improves administrators' performance here: *

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, screenshots 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 3512.0510, that the program addresses:*

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. *

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:*

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.