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Board of School Administrators (BOSA) Annual Fee FAQ

What is BOSA?

BOSA is a ten-member Board that was appointed by the Governor in 2001. BOSA's primary duties include:

- Providing fair, responsive counsel in the areas of ethics and standards of practice in the event a complaint is made against an administrator.
- Licensing of Minnesota school administrators.
- Processing requests for licensure variances.
- Reviewing and approving preparation programs for school administrators and alternative programs for administrators.
- Processing requests for issuing continuing education units (CEUs or clock hours) for educational administrative professional development.

Where can I find the annual fee in law?

The Minnesota Board of School Administrators' annual fee is mandated by legislation for anyone holding an MN Administrative License, active, inactive, or retired. This revenue supports the organization under the MN Statute ([122A.14 Subd. 9](#)). This fee is paid annually in November.

When and where do I pay the BOSA annual fee?

Administrators/districts can submit payment starting in November of each year through January of the following year. Visit the [BOSA website](#) and select "Pay the Annual BOSA Fee" to submit payment.

Who is required to pay the BOSA annual fee?

Anyone who holds a Principal K-12, Director of Special Education, Community Education Director, and/or Superintendent license from the State of Minnesota is required to pay the BOSA annual fee.

Why do I have to pay the BOSA fee?

Minnesota State law requires anyone who holds an administrative license from the State of Minnesota to pay the BOSA annual fee. [MN Statute 122A.14 Subd. 9.](#) This revenue supports BOSA in completing its duties.

What is the difference between the fee to renew my license and the BOSA fee?

BOSA's annual fee is mandated by legislation. This revenue supports the organization under the Minnesota State Statute. ([122A.14 Subd. 9.](#)) This fee is paid annually.

An administrative license fee is paid for license renewal. This payment is made every two or five years, depending on the license type being renewed. ([How to renew your license](#))

Am I considered active or inactive?

An individual is considered active when they are working within a role that requires an administrative license. The current active fee is \$100.

An individual is considered to be an inactive administrator when they are not working within a role that requires an administrative license. The current inactive fee is \$50.

I have an administrative license, but I'm not currently in an administrative role. Am I required to pay the fee?

Yes. If an individual holds an administrative license from the State of Minnesota, they are required to pay the annual BOSA fee (\$100) by [MN Statute 122A.14 Subd 9.](#) If an individual is not working in an administrative role, they are required to pay the inactive fee (\$50).

Are retired administrators required to pay the BOSA fee?

Yes. Although you may be retired and not currently working, anyone with an administrative license in the State of Minnesota must pay the annual BOSA fee. Retired administrators are required to pay a reduced fee of \$50.

I have a provisional license/initial license. Am I required to pay the BOSA fee?

Yes, any individual with a provisional or initial (two-year) administrative license is required to pay the BOSA fee.

I'm an administrator in a charter school. Am I required to pay the BOSA fee?

Any individual who holds an administrative license from the State of Minnesota is required to pay the annual fee, regardless of what educational system they work in.

I'm currently working outside of Minnesota. Am I required to pay the fee?

Although an individual may be working outside of Minnesota, anyone who holds an administrative license from the State of Minnesota is required to pay the BOSA annual fee.

If you have other questions, please reach out to us!

info.bosa@state.mn.us