



5. Briefly describe program goal(s) and/or expected learning outcomes.

6. List client group(s) for whom the program is designed.

7. Briefly describe the program components designed to develop the specific outcomes.

8. Briefly describe the means by which achievement of the learning outcomes will be determined for individual program participants OR attach a copy of the evaluation to be used at the conclusion of the program. List any prerequisite education or experience required for admission to the program.

9. Were practitioners involved in the planning? \_\_\_\_\_ Yes \_\_\_\_\_ No.

List the names and positions of licensed administrators who, together with the initiator, have identified the area to be studied as an area of value to Minnesota administrators.

10. Number of times the program  
will be offered \_\_\_\_\_

Estimate the total number of  
participants \_\_\_\_\_

11. Provide or attach a schedule/agenda of sessions, including breaks and lunches, to be required for each participant and describe the time allocations.

12. List the names and positions of professional staff who will provide program instruction or leadership.

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signature

date

*NOTE: Incomplete addresses/information may result in a delay in processing your request.*

*When a program is approved, a certificate of program completion is sent to the initiator who signs it and gives each participant who satisfactorily completes the program two copies. (The initiator duplicates the certificate for each participant.)*

*If you have any questions regarding this form, please contact the Minnesota Board of School Administrators at 651/582-8754, [bwalberg@msbsa.org](mailto:bwalberg@msbsa.org)*

### **Continuing Education Program Application Form Guidelines:**

All administrative Continuing Education Program applications must be pre-approved by the Board of School Administrators.

MN Rule requires the minimum hours to be requested must be 3 clock hours.

All questions on the application form must be answered, as they are requirements of MN Rule.

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 for a certificate to be issued. Original certificates must not be altered.

Individuals submitting the request for administrative Continuing Education Program clock hours have the responsibility of duplicating two copies of the certificate for each administrator attending the professional development activity or program. If the certificate is used for a national conference the requester should find a method of communicating with attendees how to obtain the certificate at the conference location.

Applications must be received three weeks in advance to ensure receiving the requested certificate prior to the event.