

3512.1200 CONTINUING EDUCATION PROGRAMS FOR DIRECTORS, PRINCIPALS, AND SUPERINTENDENTS.

Subpart 1. **Definitions.** The definitions in items A and B apply to this part.

A. "Clock hours" means hours of actual instruction or supervised group activities in a Minnesota administrative and supervisory continuing education program approved according to this part.

B. "Initiator" means the individual, agency, or institution that initiates and conducts continuing education programs according to this part.

Subp. 1a. **Approval.** The board or board designee must approve all continuing education programs and the clock hours a licensee may earn in each program. If clock hours are to be earned, approval must be secured before beginning a continuing education professional development activity.

Subp. 2. **Program initiator.** The initiator of a continuing education program is responsible for conducting the program. The initiator may use resources from professional associations, governmental agencies, and the private business sector to conduct the program. The program initiator must:

A. ensure prior approval for continuing education programs. Programs not receiving prior approval or a waiver from the board designee must obtain a continuing education variance from the board in order to qualify as continuing education under part 3512.2300, subpart 3;

B. collect and verify attendance;

C. develop proposals for continuing education programs in areas of study identified cooperatively with licensed directors, principals, and superintendents practicing in Minnesota school districts;

D. identify competency areas under part 3512.0510; and

E. forward continuing education program proposals to the board for approval.

Subp. 3. **Content of continuing education program.** Each continuing education program must consist of at least three clock hours and each program proposal must:

A. describe the planning activities, including a list of the names, addresses, and positions of those involved in planning;

B. describe the client group or groups for whom the program is designed;

C. state the program goals related to client demands;

D. state any prerequisite education or experience required for program admission;

E. describe the proposed continuing education program, including:

(1) expected learning outcomes;

- (2) program components to develop specified learning outcomes; and
- (3) the means for achieving specified learning outcomes for each program participant;
- F. state the number of clock hours requested for the proposed program;
- G. state the length of time for which approval is being requested;
- H. state the number of times the program is offered during the approval period; and
- I. show that qualified staff are assigned to the program and other needed resources are allocated to the program.

Subp. 4. **Term of approval.** The board may approve programs for up to two years. The board must approve a program if it meets the requirements of the rules and if the board determines the program fulfills continuing education requirements.

Statutory Authority: *MS s 122A.14; 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14; L 2006 c 263 art 2 s 20*

History: *L 1995 1Sp3 art 16 s 13; 21 SR 804; L 1998 c 397 art 11 s 3; 33 SR 658; 44 SR 1385*

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