



***PROFESSIONAL DEVELOPMENT CERTIFICATION***

This is to certify that \_\_\_\_\_ participated in the following approved activities that qualify toward the 125 clock-hour requirement required for re-licensure.

A copy of this certificate should be presented to the individual designated by the superintendent who has the responsibility for entering clock hours for administrators. Retired administrators must ask the district where they currently live or the district they used to serve, to enter clock hours. Private school, international school and charter school licensed administrators must send their Official BOSA Certificates *in one scanned document* to Dr. Anthony Kinkel at [Anthony.Kinkel@state.mn.us](mailto:Anthony.Kinkel@state.mn.us) for review and approval of clock hours.

When applying for re-licensure, a candidate must *first* have their certificates entered by the district into the system before submitting their application.

**Organization:** \_\_\_\_\_

**Location of the Program:** \_\_\_\_\_

**Dates of Initial Program:** \_\_\_\_\_

**Name of the program:** \_\_\_\_\_

Total number of clock hours of approved continuing education: \_\_\_\_\_

\_\_\_\_\_  
*Date Issued*

A handwritten signature in blue ink that reads 'Anthony G. Kinkel'.

\_\_\_\_\_  
*Signature of Minnesota Board of School Administrators*

\_\_\_\_\_  
*Signature of Participant*

*I attest the information on this certificate is true and correct to the best of my knowledge*