

## Request for Credit Approval for Local School Board Training

Board Member Name(s)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

School District: \_\_\_\_\_

District Mailing Address: (street) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Superintendent's Name: (print)

Superintendent's Signature/Certification: \_\_\_\_\_

### Part A - Provider Information

Presenter's Name:

Organization:

Address:

Phone:

*Please attach a page with a few sentences indicating how the presenter is qualified to give training to school board members.*

### Part B - Activity Information

Training Title:

Location: (site) \_\_\_\_\_ (city)

Date: \_\_\_\_\_ Time - Start: \_\_\_\_\_ Time - End: \_\_\_\_\_

### Part C - Detailed Description of Training Content

*(attach additional sheets as necessary)*

*Attach a copy of the agenda and any clarifying information regarding specific sessions, such as handouts, to help determine the applicability of this training to school board member(s).*

#### NMSBA Use Only

\_\_\_\_\_ ☐ approved ☐ denied

Joe Guillen, Executive Director

#### PED Use Only

\_\_\_\_\_ ☐ approved ☐ denied

For Public Education Department

Credit Hours: \_\_\_\_\_

\*Please note:

**There is a limit of 2 hours of Independent Credit possible per program year** (Jan. 1 – Dec. 31). Once the 2 hours have been reached, no further credit can be given in that program year time period.

**This form is for training that has already taken place.** To get advice as to what constitutes training prior to the session, please call the NMSBA office to speak with the Executive Director or Programs Director.

As a general rule, training should not be so specific to a district that the materials could not be used in another district. For instance, in order for training long-range planning to count, it should encompass the general idea of what measurable goals are, not a specific district's goal planning work session. Training credit is not given for what is considered part of a board's responsibilities, such as a specific long-range planning session, but rather information about a board's roles or responsibilities. For further clarification, please call the NMSBA.

**Board members who attend national conferences of other organizations are more than welcome to submit a request for training credit with regard to that conference.** Please note in the detailed description of training content a few sentences relaying how that training was applicable to them in their role as school board members. For instance, a conference that covers one or more of the components of the Key Work of School Boards (collaborative partnerships, continuous improvement, vision, standards, assessment, accountability, alignment, and climate) would be appropriate. Also, training on NM school finance, New Mexico law or issues of a practical nature, such as securing grants or planning for green buildings would be appropriate.

**Please include a copy of the agenda** from the conference as well as the specific descriptions of breakouts you are submitting as credit so that the determination can be made as to their applicability.