

**Questions submitted on the Request for Qualifications for the Certification Training Course for
School Business Administrators**

1. Will more than one offeror be awarded? [At this time, there are no plans to issue more than one Memorandum of Understanding.](#)
2. Is it mandatory that the courses consist of 9-12 sessions only? [Yes.](#)
3. How many contact hours does MDE require the candidates to receive training? [There is no hourly requirement.](#)
4. How does MDE make school districts aware of who the offeror(s) for the training course is(are)? [MDE will publish the information to Superintendents and Business Administrators via the listserv message system.](#)
5. Will OSFS consider approval of guest presenters after May 15, 2018? [Yes.](#)
6. Is there any additional criteria for the licensure of School Business Administrator other than what's listed in State Board Policy, Chapter 71? If so, please state where the additional documentation(s) can be found. [At this time, there are no additional requirements to obtain a School Business Administrator license.](#)
7. Has MDE or OSFS identified the standards for which the Certification Training Course's curriculum should be built around? If so, please state where those standards can be found. [No.](#)
8. If awarded, will this MOU with MDE prohibit in any way the offeror from offering other training courses to School Business Administrators? [No.](#)
9. Can already Licensed School Business Administrators attend this training course without violating the MOU with MDE? [Yes. Anyone holding a current School Business Administrator license that attends the class will not be awarded any continuing training hours toward their license renewal.](#)