

# Mentoring Transfer TemplateMentoring Information Related to Teacher Transfers[[1]](#footnote-1)

**Updated August 2020**

## Documenting Mentoring Support for Teachers in the Provisional Teaching Process (PTP) Who are Leaving the District[[2]](#footnote-2)

### Teacher Transfers During the Mentoring Year

According to the district mentoring program requirements in *N.J.A.C.* 6A:9C-5, the administrative office of each school district or nonpublic school with teachers enrolled in the Provisional Teacher Process (PTP), pursuant to *N.J.A.C.* 6A:9B-8.9, is responsible for providing one-to-one mentoring for novice provisional teachers (teachers enrolled in the PTP) and for maintaining mentoring logs to document the mentoring that occurs and provide information for the appropriate payment of mentoring fees.

If a novice provisional teacher leaves the district’s employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district or indicate to the new district that required mentoring has been completed. Also, the new district and the teacher who is transferring will have to make a determination about any mentoring fees still owed.

### Mentoring Duration Requirements

* District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
* The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.
* The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
* One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.

### Mentoring Fee Requirements

* Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees, however.
* Check current information on mentoring fees on the [Provisional Teacher Process](https://www.nj.gov/education/license/PTPInfo.pdf) webpage.
* The school district’s administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

## Mentoring Transfer Template: Instructions for Use

The form provided below is to be used either for provisional teachers leaving your district before they have completed the minimum 30-week mentoring requirement or to indicate that the 30 weeks of mentoring have been completed. It has been designed to assist the district/nonpublic school to facilitate transference of information about mentoring supports that have already been provided. (Please note: There is a separate template on the [Educator Mentoring and Induction Support webpage](https://www.nj.gov/education/profdev/mentor/) that may be used to log one-to-one mentoring events throughout the year).

### How to Use the Form

#### For Districts with an Outgoing Teacher Enrolled in the PTP:

* Consult mentoring payment records, confirm with the transferring teacher, and be ready to answer any inquiries from a receiving district.
* Complete the mentoring completion form and give a copy to any teacher enrolled in the PTP who is leaving your district before having completed his or her mentoring requirement or who has completed his or her mentoring requirement.
* Keep a copy of this form as specified by the document retention rules for past employees.

#### For Districts with an Incoming Teacher Enrolled in the PTP by a Previous District:

* Request a copy of the mentoring completion form from the teacher you are hiring. If no form is provided or information is incomplete, reach out to the prior district to obtain the necessary information.
* Provide the necessary mentoring support to allow the provisional teacher to complete the mentoring requirement in order to be eligible for a standard certificate.
* Begin mentoring logs and arrange for payment for mentoring provided in your district.
* Don’t forget to register the transferring teacher into the Office of Certification and Induction’s online system - the Provisional Licensure Registration Management System (PLRMS).

If you have questions about mentoring requirements or the use of this form, please communicate them to teachpd@doe.nj.gov or provisional.teacher@doe.nj.gov or contact the Office of Professional Learning at 609-633-8014.

## New Jersey Department of EducationMentoring Transfer Template

District/Nonpublic School:

Novice Provisional Teacher’s Name:

Novice Provisional Teacher’s PLMRS Tracking Number:

CE or CEAS:

### School District Contact Information

(Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)

Name:

Title:

Phone (include extension)

Email:

### Mentoring Information

Novice Provisional Teacher’s Mentor:

Date One-to-One Mentoring began: Month: Year:

1. Have the required initial, weekly one-to-one meetings been completed? Check yes or no.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

2. Have the required minimum of 30 weeks of mentoring been completed? Check yes or no.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If you answered “No” for #2, how many weeks of mentoring have been completed?

Total Number of weeks of mentoring completed (out of 30 minimum):

### Signature Section

To be completed by Chief School Administrator (or designee) or Nonpublic School Lead (or designee).

Name of Person Signing this Form:

**By signing, you are attesting to the accuracy of this document:**

Signature:

Date:

1. This teacher transfer information and form may be used by nonpublic schools having teachers enrolled in the PTP. [↑](#footnote-ref-1)
2. The [Educator Mentoring and Induction Support](https://www.nj.gov/education/profdev/mentor/) webpage has additional information. [↑](#footnote-ref-2)