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June 14, 2016

TO: Chief School Administrators
Nonpublic School Lead Persons
Charter School Lead Persons
Renaissance School Project Lead Persons

FROM: Kristen Brown, Chief Talent Officer
Division of Talent and Performance

SUBJECT: Evaluation of Provisional Teachers in Nonpublic and Charter Schools

On November 4, 2015, the New Jersey State Board of Education adopted amendments to how teachers working under a provisional certificate are evaluated for the purpose of receiving a standard certificate. The key changes, which have been adopted to increase rigor and reduce redundant and burdensome procedures, are as follows:

- Any teacher starting work under a provisional certificate in or after the 2015-2016 school year (SY) must complete a minimum of two school years, not one school year, to become eligible for the standard certificate; and
- The evaluation for a standard certificate must be based on ratings earned through AchieveNJ, the statewide evaluation system that school districts use to evaluate all staff.

In the fall, the Department updated [guidance](#) indicating any school that chooses to certify its staff under the New Jersey certification system, but is not required under law to implement the AchieveNJ evaluation system, may, for the 2015-2016 SY, continue evaluating teachers working under a provisional certificate using the method traditionally employed by the Provisional Teacher Process (PTP). Another [communication](#) from May 10, 2016, also detailed how nonpublic, charter and renaissance school staff or personnel were to be enrolled through an online portal, and emphasized that evaluations for the 2015-16 SY were no longer to be mailed or faxed in, but rather entered into the online portal. This measure ensured that schools not required to implement AchieveNJ did not have to make significant changes to their evaluation procedures with short notice and that such schools could continue certifying staff members for the 2015-2016 SY.

However, starting in the 2016-17 SY, schools not required to implement AchieveNJ that wish to certify their teachers must adhere to evaluation rules that, at minimum, meet the requirements

established in the table below. This change for the 2016-17 SY and beyond was signaled in the [memo](#) that was distributed on May 24, 2016.

If you have questions or concerns, please contact the Office of Certification and Induction at (609) 984-6377, or at ptp@doe.state.nj.us.

RH/lfl/061416 Evaluation of Provisional Teachers in Nonpublic and Charter Schools

c: Members, State Board of Education

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Nonpublic School Certification Contacts

**Evaluation Requirements for Schools not Required to Implement AchieveNJ but that
Choose to Certify their Staff Members**

Component	Requirement
Observations	There must be annually at least three 20 minute observations of the provisional teacher by a trained supervisor
Practice instrument	The evaluation system must incorporate an approved practice instrument for conducting observations (the Department keeps a list of approved instruments here) ¹
Pre/post observation conferences	<ul style="list-style-type: none"> • A post-observation conference must occur after each observation • At least one observation must be announced and preceded by a pre-observation conference
Student growth	<ul style="list-style-type: none"> • Provisional teachers must set, administer, and score 2 student growth objectives (SGOs) • A district-calculated growth measure may also be included in the evaluation, if available
Training	Any supervisor who will conduct observations for the purpose of evaluation must be trained on: <ul style="list-style-type: none"> • The practice instrument • The SGO setting and scoring process
	Any provisional teacher must be annually trained on each component of the evaluation rubric, including practice and student growth objectives
Weight of evaluation components in summative rating	A summative rating must be determined using the following weights: <ul style="list-style-type: none"> • 80% - Observations • 20%- Student growth as measured by SGOs and other available measures
Rating categories	Each component of the evaluation (observation score, and SGO score) and the summative evaluation rating must yield a score on a 1-4 scale.

¹ For information on how to submit a practice instrument for approval, please see our website page at <http://www.state.nj.us/education/AchieveNJ/resources/rfq.shtml>.