



Teacher/Principal Practice Instrument Providers Technical Proposal – Modification Application

Application Deadline, for use of instrument in 2020-2021 School Year: August 1, 2020

All districts are currently using teacher and principal practice evaluation instruments that appear on [state-approved lists](#). We recognize that districts may wish to, or be asked to, modify their current instrument for the coming school year. Therefore, we are providing a streamlined RFQ application¹ through which districts or vendors may submit modifications to their previously approved instruments. Districts wishing to use this streamlined application, please follow the steps below:

1. Fill in the Directory Information Section.
2. Review and complete the Application that follows.
3. Use the Completed Application Checklist at the end to ensure you have included all required information.
4. Mail the completed application to the address listed at the end of the application.

Directory Information

District:

Address:

City:

State:

Zip:

Phone:

Email:

Authorized Contact Information

Name:

Title:

Email (Required):

All applicants shall submit all **required** materials. For inclusion in the Department's list of *Approved Teacher or Principal Practice Instruments*, materials for applicants must be received by the New Jersey Department of Education at the edueval@doe.nj.gov email address.

The Department will review submissions received by the Saturday, **August 1, 2020 deadline**, on an ongoing basis. The Department will notify all applicants of the status of their application no later than Monday, August 31, 2020.

¹ For submission of new teacher and principal practice instruments, please contact the Office of Professional Learning (609) 376-3974 edueval@doe.nj.gov to receive the full RFQ.

Teacher/Principal Practice Instrument Modification Application

As part of the modification process, the NJDOE Office of Evaluation requires that districts provide information, specific to the questions below.

Once you have answered all questions, please use the checklist at the end to ensure the modification template is complete and all required documentation is included.

1. Which type of currently approved instrument are you modifying?

Teacher

Principal

2. Name of Instrument:

3. What is the rationale for modifying the instrument?

4. What percentage of your rubric has been modified?

Please note: modification of more than $\frac{1}{3}$ of the instrument requires a full RFQ application.

5. Please provide a summary of the modifications.

6. Describe the process of creating modification (stakeholders involved, etc.)

7. If the modification includes new elements in the rubric, please indicate how each new element aligns to the appropriate standards (PSEL for school leaders and InTASC for teachers).

8. Please attach the current instrument rubric and modified instrument rubric.

Completed Application Checklist

Please check each box below to indicate that you have completed all of the required elements of modification.

Indicated that the instrument being modified is on a New Jersey approved practice instrument list

Provided a rationale for the modifications

Offered an estimate of the amount of the rubric that is being modified and it is less than $\frac{1}{3}$

(modification of more than $\frac{1}{3}$ requires a full RFQ)

Included a description of the process for creating the modifications (e.g., stakeholders involved)

Summarized the modifications

Showed how the modified elements align to the relevant standards

Attached the original instrument

Attached the modified instrument

Included the Superintendent's signature

Superintendent's Name (Print):

Date:

Superintendent's Signature:

Completed applications can be e-mailed to

edueval@doe.nj.gov

(please put RFQ review in the subject line)

or mailed to

New Jersey Department of Education
Office of Professional Learning: RFQ Review
100 Riverview Plaza
Trenton, New Jersey 08625-0500

Questions can be addressed to:

edueval@doe.nj.gov

(609) 376-3974