



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

BRET SCHUNDLER  
Commissioner

August 18, 2010

**TO:** Chief School Administrators  
Charter School Lead Persons  
School Principals  
Local Professional Development Committee Chair

**FROM:** Cathy Pine, Ph.D., Director  
Office of Professional Standards, Licensing, and Higher Education Collaboration

**SUBJECT:** End of the Five-Year Cycle of Professional Development for Teachers

In January 2008, the New Jersey State Board of Education made some significant changes to the professional development for teachers' regulations which included the requirement that all teachers be placed on a common five-year cycle for professional development beginning September 1, 2010. This memo is a reminder that the current five-year cycle which began on September 1, 2005 will end on August 31, 2010. Each teacher will need to have accrued the appropriate number of hours by August 31, 2010, depending on the number of years the teacher has been in the current cycle.

A chart that describes the requirement for each year in the current cycle and each year in the new cycle has been placed on the professional development website at [www.nj.gov/education/profdev/pd/teacher](http://www.nj.gov/education/profdev/pd/teacher). In addition to providing the information for determining the number of required hours based on the year a teacher entered the current cycle, it also provides information on how to calculate hours for teachers who have been on leave during the cycle. Answers to the most frequently asked questions about the regulations are given below.

Frequently Asked Questions

- Q. What is the district's responsibility for teachers who have not met the 2005-2010 cycle requirements?
- A. In October 2010, the New Jersey Department of Education will ask all districts, charter schools, and other public agencies providing educational services and implementing these regulations to report the names and positions of teachers who have not met the requirement for the 2005-2010 cycle, the hours they have accrued for that cycle, and the actions the teacher will take to complete the requirement in a timely manner.

Q. If a teacher has met the 100-hour requirement before August 31, 2010, may s/he use professional development hours accrued during 2010 summer professional development opportunities for the cycle beginning on September 1, 2010?

A. Yes. Once a teacher has met the 100-hour requirement for the 2005-2010 cycle, the teacher may begin to accrue hours for the 2010-2015 cycle of professional development during the summer of 2010. Many districts are beginning to implement the new professional development plan this summer or are working on district priorities in curriculum, assessment and instruction. The department feels that those teachers who have met the requirement should have the incentive to begin the new cycle. However, teachers may not use a summer learning experience to fulfill requirements for both cycles.

Q. Does a teacher have to accrue 20 hours yearly?

A. No, teachers can accrue any number of hours in a year as long as they are making progress each year in meeting the professional development requirement and have accrued the required hours at the end of their cycle. In other words, there is no specific hourly requirement each year except in the last year of a cycle where a teacher new to the profession or a veteran teacher new to the state must accrue 20 hours.

Q. Is the 100-hour requirement a recertification requirement?

A. No, the 100-hour requirement is aligned to the Professional Development Plan (PDP) and is monitored through the annual PDP summary conference.

If you have any questions about these requirements, please contact [victoria.duff@doe.state.nj.us](mailto:victoria.duff@doe.state.nj.us) via email or by calling 609-292-0189.

CP/EAS/VBD/L:\Duff\Documents For Sending\Memo To Csas Re End Of Five-Year Cycle Of PD.Doc

#### Attachments

c: Members, State Board of Education  
Commissioner Bret Schundler  
Senior Staff  
Sandra Alberti  
Marie Barry  
Mary Jane Kurabinski  
Susan Martz  
Jim McBee  
Suzanne Ochse  
Eileen Aviss-Spedding  
Ken Figgs  
Carol Albritton  
Victoria Duff  
Executive County Superintendents  
Professional Teaching Standards Board  
Professional Development Advisory Committee  
Association of Schools and Agencies for the Handicapped  
Garden State Coalition of Schools  
NJ LEE Group