



State of New Jersey

DEPARTMENT OF EDUCATION

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August 8, 2017

TO: Chief School Administrators
Nonpublic School Leads
Charter School and Renaissance School Project Leads

ROUTE TO: Human Resources Directors / Certification Staff / Personnel Directors
Principals
Assistant/Vice Principals
Teaching Staff Members

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

SUBJECT: Back-to-School Reminders and Updates for the 2017-18 School Year

In order to provide support to districts as the 2017-18 school year begins, this memo contains a listing of updates and reminders on educator preparation, certification, professional development and evaluation. These updates are not intended to serve as a comprehensive list of all educator-related requirements, but rather to provide a helpful collection of resources and reminders. Click on any of the links below to skip directly to that topic in the memo.

- I. [Preparation](#)
- II. [Certification](#)
- III. [Professional Development](#)
- IV. [Evaluation](#)
- V. [Where To Direct Questions](#)

I. Preparation ([Top](#))

Action Step: Please review the updates below and communicate to relevant staff who handle student teaching placements, educator recruitment, and educator certification.

In 2015, the Department adopted a regulatory package aimed at strengthening teacher preparation. The Department designed a multi-year, incremental roll-out of these policies to provide districts, preparation programs, and aspiring teachers time to implement requirements. The following changes impact the 2017-18 school year:

1. **Full-year student teaching pilots:** Even though the requirement for full-year student teaching does not go into effect until the 2018-19 school year, many preparation programs are conducting pilots this year and are looking for willing districts to host student teachers.
2. **Alternate-route changes:** Beginning in 2017-18, alternate-route preparation programs will now support teachers over two school years and begin with 50 hours of pre-service. Districts should verify that teachers holding a certificate of eligibility (CE) have enrolled in an alternate-route program and completed 50 hours of pre-service before beginning employment. A complete [list of Department-approved CE programs](#) and the [form](#) to verify completion of the 50 hours of pre-service are available on the NJDOE website.
3. **Performance assessment:** As of September 1, 2017, CE novice teachers and clinical interns (student teachers) will be required to complete the edTPA, as described in the implementation timeline below.

School Year	Performance Assessment (edTPA) Requirement
2017-18	<ul style="list-style-type: none">- All Certificate of Eligibility with Advanced Standing (CEAS) candidates must complete the assessment for certification but do not need to meet a specific cut score- All CE holders who begin teaching in the 2017-18 school year must complete the assessment before they complete their two-year preparation program but do not need to meet a specific cut score if the assessment is taken during this school year
2018-19	Cut score set at one standard error of measurement below the national recommendation
2019-20	Cut score determined by New Jersey standard-setting process

Also provided is a list of [edTPA resources](#), and [additional guidance on all preparation changes](#).

II. Certification ([Top](#))

Action Step 1: Review this summer's [regional training presentation](#) and communicate relevant information to any staff who are seeking certification or oversee staff certification, novice educator support, and educator recruitment. This presentation covers the topics listed below.

Topic	Slide #	Key Updates Covered in the Training
Initial Certification (e.g., CE or CEAS)	5-7	<ul style="list-style-type: none">• New – Teacher performance assessment (edTPA) requirement effective on 9/1/17• Reminders on existing requirements (e.g. basic skills, grade point average (GPA) and surveys)
Reciprocity	8-10	<ul style="list-style-type: none">• New - How performance assessment requirements impact out-of-state candidates
Changes to Application System and Fees	11-13	<ul style="list-style-type: none">• New - Applications expire after 6 months• New - How fees will be charged to applicants (especially when the application has expired)
Provisional Teacher Process (PTP)	14-25, 29-37	<ul style="list-style-type: none">• New - Requirements for alternate-route candidates, including completion of 50 hours of pre-service coursework and completion of two-year program• Reminders on registering candidates in the PTP: formal instruction; using the Provisional Licensure Registration Management System (PLRMS); evaluation of provisional teachers; renewal of provisional licenses; eligibility and process to acquire a standard license
Mentoring	26-28	<ul style="list-style-type: none">• New – Resource to track mentoring received by teachers who have transferred to other districts• Reminders on mentoring requirements
Administrator Certification and Residency	38-43	<ul style="list-style-type: none">• Reminders on requirements and how to use PLRMS to register provisional administrators
Residencies for Other Staff Members	44-46	<ul style="list-style-type: none">• Reminders on residency requirements and how to use PLRMS to register provisional staff:<ul style="list-style-type: none">○ School Library Media Specialists (SLMS)○ Associate School Library Media Specialists (ASLMS)○ Student Assistance Coordinators (SAC)

Action Step 2: Ensure that novice teachers, administrators, SACs, SLMSs and ASLMSs are registered in [PLRMS](#).

Action Step 3: Review related broadcasts from the prior year (listed below) and share with relevant staff members:

- [Evaluation of Provisional Teachers – Dec 6, 2016](#)
- [Approved Programs for CE teachers – April 11, 2017](#)
- [Provisional Licensure Registration Management System \(PLRMS\) – May 10, 2017](#)
- [Evaluation of Provisional Teachers in Nonpublic and Charter Schools – June 14, 2017](#)

Action Step 4: *District personnel new to the certification arena should familiarize themselves with the webpages below, all of which can be accessed from the [Certification Home Page](#):*

- [Requirements for Certification](#)
- [How to Apply for Certification](#)
- [The Application Process for Certification By Certification Category](#)
- [The Provisional Teacher Process](#)
- New Teacher Support Guidance
 - [For CE Holders](#) (Alternate-Route Teachers)
 - [For CEAS Holders](#) (Traditional-Route Teachers)
- [Certification Application Status Check and Certifications Held](#)
- [Certification FAQs](#)
- [Certification Forms](#)

III. Professional Development ([Top](#))

Action Step 1: Use the directions below to submit Statements of Assurance (SOA) for your district's Professional Development Plan (PDP) and Mentoring Plan by **September 1**.

New Jersey school districts must annually certify to the Department their compliance with requirements for the school district PDP, and the district mentoring plan (*N.J.A.C. 6A:9C-4.2(b)6*; *N.J.A.C. 6A:9C-5.3*). Districts do this by completing separate SOAs for each plan. Online applications have been created to streamline these SOA submissions.

Directions to certify the school district professional development plan:

- **Public school districts** must complete and submit the School District Professional Development Plan SOA by logging into [NJ Homeroom](#) and using the SOAPDP application that is now available for this purpose.
- **Approved private schools for students with disabilities (APSSDs)** will not use the online application; instead, they will each complete the [School District Professional Development Plan SOA](#) and keep it on file in their school office.
- **Only nonpublic schools requiring New Jersey certification for their staff members and choosing to follow the state's professional development requirements** need to certify their professional development plans. They will not use the online application; instead they will each complete the [School District Professional Development Plan SOA](#) and keep this on file in their school or diocesan office, as appropriate.

Directions to certify the school district mentoring plan:

- **All school districts, APSSDs, and those nonpublic schools who register teachers in the Provisional Teacher Process** must now certify their compliance with mentoring regulations by logging into the [Provisional Licensing Registration Management System \(PLRMS\)](#) and completing the SOA.
- Districts must certify their mentoring plan by **September 1**, even if they are not registering teachers in the PLRMS.
- Provisional teachers cannot be registered in PLRMS unless the SOA has been completed.
- Schools or districts who do not have a login code should contact the Provisional Teaching Process Office at ptp@doe.state.nj.us.

Action Step 2: Download and complete the [Mentoring Transfer Template](#) and provide it to any novice teacher who is transferring out of your district. Retain the information for your district's records.

As background, the Mentoring Transfer Template allows districts to document mentoring time completed for provisional teachers who leave the district. The template has been updated to include a section to indicate if all 30 weeks of mentoring have been completed.

For additional information on these or other professional development items, please visit the [Office of Professional Development's web pages](#).

IV. Evaluation ([Top](#))

Action Step: Review the resources below and share with staff members, as appropriate.

- [AchieveNJ Overview](#)
- [Educator Evaluation Rubric Weights for 2017-18](#)
- [Tool to Improve Teaching and Leading](#)
- [Evaluating teachers with extended leaves/absences](#)
- [Option for Evaluating Highly Effective Teachers](#)

V. Where to Direct Questions ([Top](#))

Please let us know how we can continue to support you this year. For specific questions, use the following email addresses:

Preparation: eppapproval@doe.state.nj.us

Licensure: licensing.requests@doe.state.nj.us

Professional Development: teachpd@doe.state.nj.us

Evaluation: educatorevaluation@doe.state.nj.us

c: Members, State Board of Education
Kimberley Harrington, Commissioner
Senior Staff
Executive County Superintendents
Executive Directors of Regional Achievement Centers
Executive County Business Officials
Greg Kocher
Jennifer Turi
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group