



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: August 7, 2020  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
From: Diana Pasculli, Deputy Assistant Commissioner  
Division of Academics and Performance  
Deadline: September 1, 2020

### **Statement of Assurance Submission for School District Professional Development Plans and Mentoring Plans**

New Jersey School districts must certify annually to the New Jersey Department of Education (NJDOE), through a statement of assurance (SOA), that the school district is meeting the requirements for the school district Professional Development Plans (PDP) and the district mentoring plan, as set forth in regulations (*N.J.A.C. 6A:9C-4.2(b)(6)*; *N.J.A.C. 6A:9C-5.3*).

**Action Required:** Use the directions below to submit a SOA for your district's PDP and mentoring plan by **September 1, 2020**.

Districts must complete separate SOAs for the PDP and for the district mentoring plan. Online applications are to be used to submit the SOAs.

#### **Directions to certify the school district professional development plan:**

- **Public school districts** must complete and submit the School District PDP SOA by logging into [NJ Homeroom](#) and using the PDP SOA application that is 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 that register teachers in the Provisional Teacher Process** must certify their compliance with mentoring regulations by logging into the Provisional Licensing Registration Management System (PLRMS) found by logging into [NJ Homeroom](#) and completing the SOA.
- All public school districts, APSSDs, and those nonpublic schools that register teachers in the Provisional Teacher Process must certify their mentoring plan by **September 1, 2020** even if they are not registering teachers in the PLRMS.
- Provisional teachers cannot be registered in PLRMS unless the SOA has been completed. Please see the instructions on the [Mentoring Plan Statement of Assurance](#).

[Guidance on professional development](#) and [mentoring requirements during COVID-19 school closures](#) available on the NJDOE website.

**Optional Mentoring Transfer Template:** You may download and complete the optional [Mentoring Transfer Template](#) and provide it to any novice teacher who transfers out of your district. Please retain the information for your district's records.

The Mentoring Transfer Template allows districts to document mentoring time completed for provisional teachers who leave the district. Districts with novice teachers transferring in from another district may request completion of the Mentoring Transfer Template from the previous district.

For additional information on these or other professional development items, please visit the [Office of Professional Learning webpage](#).

c: Members, State Board of Education  
Kevin Dehmer, Interim Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group