



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 14, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Academics and Performance
Deadline: September 1, 2021

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: Districts will use the directions below to submit a SOA for the district's PDP and mentoring plan by **September 1, 2021**.

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.
- Please note that there is no confirmation or receipt once the PDP SOA has been submitted. If a district would like to have documentation that the PDP SOA was submitted, they may print out and sign the PDP SOA and maintain it in their own records.

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 must certify their mentoring plan by **September 1, 2021** 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](#).
- Schools or districts that do not have a login code should contact the Provisional Teaching Process Office at ptp@doe.nj.gov.

- Please note that the SOA in PLRMS is a one-time screen that appears when a district first logs into PLRMS. Once the box is checked indicating submission of the mentoring SOA, the box disappears and will not appear again until 2022. Districts wishing to have confirmation of SOA submission should print out and sign a copy of the mentoring SOA and maintain it in their own records.

For guidance on professional development and mentoring requirements, please see [PD](#) and [Mentoring](#) COVID-19 guidance.

Optional Mentoring Transfer Template: You may download and complete the optional [Mentoring Transfer Template](#) and provide it to any provisional 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 provisional 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
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group