



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 2, 2023
To: Local Educational Agency Leads, Nonpublic School Administrators
From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services
Deadline: October 2, 2023

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

New Jersey school Local Educational Agencies (LEAs) must certify annually to the New Jersey Department of Education (NJDOE), through a statement of assurance (SOA), that each LEA is meeting the requirements of the 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: LEAs will use the directions below to submit a SOA for their PDP and mentoring plan by **October 2, 2023**.

For this year's submission, the PDP and mentoring SOAs will be submitted via a combined submission through the "SOAPDP and Mentoring SOA" application on the NJDOE's Homeroom online portal. Online applications are to be used by public schools to submit the SOAs.

Directions to certify professional development plans and mentoring plans:

- **Public school districts** must complete and submit the SOAPDP and Mentoring SOA by logging into [Homeroom](#) and using the SOAPDP and Mentoring SOA application. All public school districts must certify their PDP and mentoring plan by **October 2, 2023**.
- **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 [Mentoring Plan Statement of Assurance](#) by **October 2, 2023** and are required to 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/mentoring requirements** need to certify their professional development plans and mentoring plans. They will not use the online application; instead, they will each complete the [School District Professional Development Plan SOA](#) and [Mentoring Plan Statement of Assurance](#) by **October 2, 2023** to keep it on file in their school office.
- Please note that there is no confirmation or receipt once the SOAPDP and Mentoring SOA application has been submitted. If a district would like to have documentation that the PDP SOA was submitted, they may print, sign, and date the PDP SOA and maintain it in their own records.

For guidance on professional development and mentoring requirements, please see guidance available on the [Professional Development in New Jersey](#) page.

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 prior to completing the mentoring process. Please retain the information for your 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.

Contact Information

Please contact The Office of Educator Effectiveness with questions or comments about these SOAs by email at TeachPD@doe.nj.gov.

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