



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 20, 2025  
To: Local Education Agency Leads, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Nonpublic Schools  
From: Jordan Schiff, Ed. D., Assistant Commissioner  
Division of Teaching and Learning Services  
Deadline: October 3, 2025

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

Each year, the New Jersey Department of Education (Department) requires school districts to certify compliance with state regulations for Professional Development Plans (PDPs) and district mentoring plans, as outlined in N.J.A.C. 6A:9C-4.2(b)(6) and N.J.A.C. 6A:9C-5.3. This certification is completed through a Statement of Assurance (SOA).

### Action Required

Districts must submit the combined Statement of Assurance (SOA) for their Professional Development Plan (PDP) and mentoring plan by **October 3, 2025**.

Directions to certify professional development plans and mentoring plans:

- **Public School Districts**

Public school districts must submit the combined PDP and Mentoring SOA electronically through the SOAPDP and Mentoring SOA application in [NJ Homeroom](#). Please note there is no automated confirmation of receipt; districts may print, sign, and date the SOA for their own records.

- **Approved Private Schools for Students with Disabilities (APSSDs)**

APSSDs must complete the [School District Professional Development Plan Statement of Assurance](#) and the [Mentoring Plan Statement of Assurance](#) **as signed, hard copies**, and keep them on file at the school. APSSDs do not submit these forms through the online application and must provide them to NJDOE only if specifically requested.

- **Nonpublic Schools**

Nonpublic schools that require New Jersey certification for staff members and choose to follow the state's professional development and mentoring requirements must complete the [School District Professional Development Plan Statement of Assurance](#) and the [Mentoring Plan Statement of Assurance](#) **as signed, hard copies**, and keep them on file at the school. Nonpublic schools do not submit these forms through the online application and must provide them to NJDOE only if specifically requested.

**Additional Information**

For more information on professional development and mentoring requirements, visit the [Professional Development in New Jersey](#) webpage.

Districts may also download and use the optional [Mentoring Transfer Template](#) to document mentoring time completed for provisional teachers who leave the district before completing the mentoring process.

- Districts providing the template to departing teachers should keep a copy for their records.
- Districts receiving a provisional teacher from another district may request the completed template from the prior district.

**Contact Information**

For questions, contact the Office of Educator Effectiveness at [TeachPD@doe.nj.gov](mailto:TeachPD@doe.nj.gov).

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