



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 7, 2024
To: Local Education Agency Leads and Nonpublic School Administrators
From: Jorden Schiff, Ed. D., Assistant Commissioner
Division of Teaching and Learning Services
Deadline: September 25, 2024

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 school district Professional Development Plans (PDP) and district mentoring plans, 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 must submit an SOA for the district's PDP and mentoring plan by **September 25, 2024**.

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 [NJ Homeroom](#). 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 [NJ Homeroom](#) and using the SOAPDP and Mentoring SOA application that is available for this purpose. All public school districts must certify their PDP and mentoring plan by **September 25, 2024**.
- **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 **September 25, 2024** 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 **September 25, 2024** to keep it on file in their school office.
- Please note that there is no confirmation of 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 visit the NJDOE's [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 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.

Contact information

For any questions regarding school district professional development plans and mentoring plans SOAs, please contact the Office of Educator Effectiveness 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