



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

**Date:** August 12, 2026

**To:** Local Education Agency Leads, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Nonpublic Schools

**Route To:** Professional Development Coordinators, Human Resources Administrators

**From:** Jorden Schiff, Ed.D., Assistant Commissioner  
Division of Teaching and Learning Services

**Deadline:** October 7, 2026

## **Action Required: Statement of Assurance Submission for District Professional Development Plans and Mentoring Plans**

The New Jersey Department of Education (NJDOE) requires that all public schools submit a Statement of Assurance for their School District Professional Development Plan (SOAPDP) and combined Mentoring Plan Statement of Assurance certifying compliance with the State's regulations governing district Professional Development Plans (PDPs) and district mentoring plans in accordance with N.J.A.C. 6A:9C-4.2(b)(6) and N.J.A.C. 6A:9C-5.3.

### **Action Required**

All required entities must complete these annual Statements of Assurance by **October 7, 2026**. Submission procedures differ for public school districts, Approved Private Schools for Students with Disabilities (APSSDs), and nonpublic schools. Please follow the instructions applicable to your organization.

### **For Public School Districts**

Submit the combined Professional Development Plan and Mentoring Plan Statement of Assurance electronically through the [SOAPDP and Mentoring Statement of Assurance application](#) in [NJDOE Homeroom](#).

Before submitting:

- Complete all required sections.
- Enter the certifying officer's name and email address.
- Select **Save Data** before selecting **Submit**.
- Districts may print, sign, and retain a copy of the completed Statement of Assurance for their records.
- **Please note:** The application does not generate an automated confirmation of submission.

### **For APSSDs and Nonpublic Schools**

APSSDs and Nonpublic Schools will not use the online application. These schools 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.

**Additional Resources**

For more information regarding 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 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).