



# School District Professional Development Plan Statement of Assurance

## Requirement

New Jersey school districts must annually certify to the New Jersey Department of Education (NJDOE) that they are complying with the state's requirements for the school district professional development plan (PDP) as set forth in New Jersey Administrative Code (*N.J.A.C. 6A: 9C-4.2(b)6*).

## Who must certify their compliance with these district PDP regulations?

- All public school districts, including charters;
- Approved Private Schools for Students with Disabilities (APSSDs); and
- Nonpublic schools that choose to follow state professional development requirements for their staff members who hold positions that require instructional, educational services, or administrator certificates.

## What is the process for annually certifying compliance with these regulations?

For all public school districts except APSSDs and nonpublics:

- A District Professional Development Plan Statement of Assurance (SOA) must be submitted through the online [SOAPDP and Mentoring SOA](#) application in the New Jersey Department of Education's [Homeroom Portal](#).
  - You will complete the SOA for the district Professional Development Plan and the SOA for the district mentoring plan using the same link.
- Follow the instructions in the online SOAPDP and Mentoring SOA application.
  - Complete the checklist.
  - Enter the name of the chief school administrator (or designee).
  - Press "Save Data" and then press "Submit."
    - Before submitting data, you must click the **Save Data** button. If you do not save before submitting, no data will be recorded for your submission.
  - If you press "Save Data," you can leave the SOA unfinished and return later to complete it.
    - If the district requires a record of the submission, the paper SOA may be printed, signed and dated, and maintained in district offices.

For APSSDs and Nonpublic schools:

- APSSDs and nonpublic schools *do not* use the online SOAPDP and Mentoring SOA application.
- APSSDs and nonpublic schools will download and complete the Professional Development Plan Statement of Assurance Form on pages 2–3 of this guidance document.
- APSSDs will use the form to certify compliance with school-level professional development planning; nonpublic schools will use the form to certify compliance with school-level or diocesan-level professional development planning, as appropriate.

- The form must be completed and maintained in the appropriate school-level or diocesan administrative office.

**Submission/Completion deadline**

September 1 for each year

**For more information**

- On professional development requirements: [TeachPD@doe.nj.gov](mailto:TeachPD@doe.nj.gov)
- District Professional Development Requirements can be found on the NJDOE [School and District Professional Development Planning](#) webpage.

Note: Statement of Assurances Form starts on page 3

## New Jersey Department of Education

### School District Professional Development Plan Statement of Assurance Form

#### *Not for Submission*

The District Professional Development Plan Statement of Assurance (SOA) form below is provided for reference purposes.<sup>1</sup> This form will *not* be submitted to the New Jersey Department of Education. Please refer to the instructions on page one of this guidance document for specific professional development plan SOA requirements and submission procedures.

Date:

For School Year:

School District:

County:

Address:

City/Town:

Zip Code:

Chief School Administrator:

Phone:

Email:

The district-level professional development plan (PDP) has been developed in accordance with all regulations as specified in *N.J.A.C. 6A:9C-4.2*, including, but not limited to, the following:

- The school district PDP provides information on school-level and districtwide professional learning opportunities, the resources being allocated toward their support, and a justification for the expenditures pursuant to 6A:9C-4.1(c).
- The school district PDP includes any professional development required by statute or regulation pursuant to 6A:9C-4.1(a)2.
- School-level professional development plans have been reviewed to inform the district PDP. (N/A for APSSDs and non-public schools)
- The learning needs of students, teachers, and school leaders have been assessed based on educator evaluation data, school-level plans, and data from school- and district-level performances pursuant to 6A:9C-4.2(e).
- The school district PDP supports and implements professional learning that addresses the NJ Student Learning Standards and aligns with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.

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<sup>1</sup> Although the language in this Statement of Assurance form refers to district-level responsibilities, the APSSDs and nonpublics using this form will complete it for their school-level or diocesan professional development plans, as appropriate, and maintain a copy in their administrative offices.

- The school district PDP is reviewed on an annual basis to assess its effectiveness and revised, as necessary, to meet the school district's learning goals for students, teachers, and school leaders pursuant to 6A:9C-4.2(b).
- The school district PDP has been presented to the district board of education (or equivalent group) to review for fiscal impact pursuant to 6A:9C-4.2(b)5.
- I affirm that this district is meeting the requirements for the district-level PDP as stated above and that it includes the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.

By signing below, you are attesting to the accuracy of this document.

District Name:

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Signature, Chief School Administrator or Designee  
(Certifying Officer)

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Date