



Individual Professional Development Plans (PDPs) and Corrective Action Plans (CAPs) for Teachers

PDP and CAP Requirements ([N.J.A.C. 6A:9C-3.4](#) and [6A:10-2.5](#))

- All teachers must complete at least 20 hours of professional development (PD) annually.
- The content of that PD must be specified in a teacher's individual professional development plan (PDP). Teachers receiving a summative rating of ineffective or partially effective on the annual performance review are placed on a Corrective Action Plan (CAP), which is implemented in lieu of the PDP for these teachers.
- Teachers' plans must be revisited each year and be aligned with teachers' needs identified through the evaluation, as well as other district, school, or collaborative team goals.
- The teacher and supervisor should work together to develop the teacher's PDP or CAP using the components of professional development ([N.J.A.C. 6A:9C-3.2](#)), the New Jersey Professional Standards for Teachers ([N.J.A.C. 6A:9-3.3](#)) and the New Jersey Standards for Professional Learning ([N.J.A.C. 6A:9C-3.3](#)).
- Teachers and supervisors should distinguish between learning goals that teachers create for their students (e.g., Student Growth Objectives) and PDP or CAP learning goals, which are designed for teachers' growth and improvement.

The PDP and CAP requirements apply to the following:

- All active teachers whose positions require possession of the New Jersey instructional or education services certificate;
- All district boards of education;
- Those nonpublic schools choosing to adopt these regulations whose teachers require the instructional or education services certificates
- PDP requirements apply to charter schools.

Annual Hourly Requirement

- Teachers must complete a minimum of 20 PD hours per year.
- This requirement may be prorated in a given year, depending on individual circumstances, such as a prolonged leave or a part-time teaching assignment.
- A teacher's individual PDP or CAP goals may necessitate more than the minimum requirements.
- Additional hours of qualifying activities may be required for teachers in low-performing schools, as determined by the Commissioner.

Developing the PDP

- The teacher's PDP must incorporate goals related to the following:
 - One area derived from the results of observations and evidence in the teacher's annual performance evaluation;
 - At least one goal aligned to (a) the teacher's role as a member of a collaborative professional learning team and (b) any school and/or district improvement goals; and
 - Any requirements for professional development stipulated elsewhere in statute or regulation.

- Each teacher’s individual PDP must be updated annually no later than October 31, except: When the teacher is hired after October 1, then the PDP is to be developed within 25 working days of his or her hire.

Revising the PDP

- At the end of the school year, most teachers will create the PDP for the subsequent year as part of the evaluation conference with their supervisor.
- The goals linked to evaluation results should be based on the evaluation data available at that time for each individual.
- Teachers in tested areas who receive a Student Growth Percentile (SGP) may not have that data at the end of the academic year. Whenever the SGP data are received and the summative evaluations are determined, the teacher and supervisor should review that additional information and decide whether the PDP should be revised.
- In general, PDPs should be viewed as “living” documents subject to review and discussion throughout the academic year and which may be adjusted to support the teacher’s progress and respond to student learning needs.

Developing the CAP

- Teachers required to develop a CAP must work with their supervisors to create a plan focused on meeting the needs identified through the performance evaluation process. The CAP must:
 - Include specific goals for improvement and timelines for meeting those goals, and
 - Delineate the responsibilities of both teachers and administrators in implementing the plan.
- The CAP does not preclude any other plans for improvement determined to be necessary by the supervisor.
- PD requirements stipulated in statute or regulation must be fulfilled.
- The CAP remains effective until the next annual performance review.
- The corrective action plan must be developed and the teaching staff member and his or her designated supervisor must meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:
 - If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan must be developed within 25 teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
 - The teacher and supervisor may elect to develop the CAP as part of the annual evaluation conference at the end of the year.

Monitoring and Support for Meeting PDP and CAP Goals

- The teacher’s supervisor, supported by the school district administrator and district board of education, is responsible for ensuring that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to meet the goals of their PDPs and/or CAPs.
- The progress of each teacher in meeting the goals of the PDP must be discussed during a minimum of one annual conference between the teacher and supervisor.
 - The teacher must provide evidence of progress toward meeting the goals of the PDP, and
 - The evidence must be discussed and reviewed with the supervisor as part of each annual conference.
- Teachers with a CAP must receive a mid-year evaluation.

- The progress of each teacher in meeting the goals of the CAP must be discussed during each post-observation conference.
- Further, the teacher's progress in meeting the goals of the CAP, together with data and evidence about that progress collected by the supervisor and teacher, must be documented in the teacher's personnel file. The data and evidence are reviewed during the annual summary conference or the mid-year evaluation, as appropriate.

For More Information

- Information on professional development planning may be found on the [professional development website](#).
- Access AchieveNJ resources on professional development and support are on the [AchieveNJ Professional Development and Support webpage](#)
- To share questions or comments, please email [TeachPD](#).