



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 application in the New Jersey Department of Education's [Homeroom Portal](#).
- Follow the instructions in the online SOAPDP application.
 - Complete the checklist.
 - Enter the name of the chief school administrator (or designee).
 - Press "Save Data" and then press "Submit."
 - If you press "Save Data," you can leave the SOA unfinished and return later to complete it.
- Records of Professional Development SOA submissions are not maintained at the NJDOE. If the district requires a record of the submission, the paper SOA may be printed, signed and maintained in district offices.

For APSSDs and Nonpublic schools:

- APSSDs and nonpublic schools *do not* use the online SOAPDP 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; nonpublics 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 Deadline: September 1 of each year.

District Professional Development Requirements can be found on the NJDOE [School and District Professional Development Planning webpage](#).

**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*.¹ *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.
- The school district PDP includes any professional development required by statute or regulation.
- School-level professional development plans have been reviewed to inform the district PDP.
- 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.

¹ 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 supports and implements professional learning that addresses the *New Jersey 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*.
- 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.
- The school district PDP has been presented to the district board of education to review for fiscal impact.

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

Signature, Chief School Administrator or Designee

Printed Name

District Name

Date