Licensing Code Amendments Regional Training Workshops Summer 2016

Offices of Certification and Induction and
Professional Development,
Division of Talent and Performance

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Update on Regulation Changes and Next Steps

Our Comprehensive Vision and Actions to Date:

- **Implement the June 2014 and December 2015 regulatory packages** , which raised the bar for entry into the profession, and related non-regulatory actions such as the development of the Educator Preparation Provider Annual Reports (EPPARs).
- **Join the Garden State Alliance for Strengthening Education** as a partner in addressing other outstanding components of novice teacher preparation and support.

Our Plan for Keeping You Informed:

- In today's presentation:
  - Focus on information relevant to the 2016-17 school year.
  - Highlight some possible updates we will propose for the future.
- Upon adoption of updated regulations, share additional information relevant to each school year during these summer sessions.

Agenda

CE and CEAS Requirement Updates

Provisional Teacher Process (PTP) Updates

Administrator Residency Updates

Professional Development/Mentoring Updates

CEAS Updates

Certificate of Eligibility with Advanced Standing (CEAS) Educator Preparation Programs (CEAS-EPP, also known as Traditional Route):

- Effective Fall 2015:
  - Basic skills assessment for entry into program
  - Entry cohort GPA of 3.0 (2.75 each individual)
  - Commissioner-issued survey
- Effective 9/1/2016:
  - GPA of 3.0
- Effective 9/1/2017:
  - Pass performance assessment to earn the CEAS

CE Updates

Certificate of Eligibility (CE) Educator Preparation Programs (CE-EPP, also known as Alternate Route):

- Effective Fall 2015:
  - Basic skills assessment for entry into program
- Effective 9/1/2016:
  - GPA of 3.0
- Effective for teachers who begin SY 2017-18:
  - Pass performance assessment in order to earn the standard certificate.

GPA Flexibility Rule

- A candidate who graduates on or after September 1, 2016, with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more will have met the GPA requirement. EPPs may choose whether or not to follow the flexibility rule.

Survey for 2016-2017

Commissioner-Issued Survey, Year Two:

- **CEAS-EPP candidates only** will be required to respond prior to receiving the CEAS or standard certificate.
  - This will occur when they apply online.
- The Department is developing a similar survey for CE-EPP candidates.
- Survey results will provide valuable insights to the Department and programs about teacher education.

New Reciprocity Amendments

New in-state test and evaluation requirements result in changes for out-of-state candidates

- **Effective December 7, 2015:** no reciprocity for out-of-state equivalent of a CE.
- **Effective 9/1/17**: reciprocity for CEAS requires equivalent of CEAS + passage of performance assessment
  - CE granted if no performance assessment taken, but will be exempt from alt-route program
  - No certificate granted through reciprocity if performance assessment taken and failed
  - We will accept the performance assessment taken by the candidate in their home State.

New Reciprocity Amendments (cont.)

- For the Standard certificate: require out-of-state equivalent of standard + evidence of 2 years of effective teaching that were completed within three consecutive years within the last four calendar years for standard certificate
- New ROPE form (Record of Professional Experience)
- http://www.state.nj.us/education/educators/license/forms/ROPE.pdf

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PTP 2016-2017 School Year
Registration

• Office of Certification and Induction has created an NEW online application, the Provisional Licensure Registration Management System (PLRMS) found on the NJDOE's Homeroom page: https://homeroom3.state.nj.us/plrms .

• Districts and Nonpublic schools will use this system for all future provisional license registrations. Please discard any old registration forms you may have used previously. We will not process registrations faxed to our office.

Evaluations

Evaluation resources are available at the AchieveNJ Website: http://www.nj.gov/education/AchieveNJ

Email: educatorevaluation@doe.state.nj.us.

Guide for Substitute Teacher Certification and Employment in N.J. : http://www.nj.gov/education/educators/license/sub/handbook.pdf

PTP 2016-2017 School Year

Evaluation

•Provisional teachers who start teaching for the first time in the 2015-2016 school year or thereafter must receive two effective or highly effective final ratings within three consecutive years to qualify for a standard certificate.

• The Department will keep track of provisional teachers' yearly summative evaluation ratings through the PLRMS.

•Candidates who began the PTP prior to SY 2015-2016 may be recommended for a standard certificate using the PTP summative evaluation form that was in place when they started the process located at:
http://www.state.nj.us/education/educators/license/forms/verifyPTP.pdf

Service Limits and Related District Processes

CE or CEAS in subject area of classroom area where substitute is placed

- Can be extended from 60 instructional days to up to one academic year; for an extension beyond 60 days, CEAS and CE substitutes must:
- Be enrolled in or have completed a mentoring program; and
- Have a provisional certificate;
- Be enrolled in or have completed CE or CEAS educator preparation program.

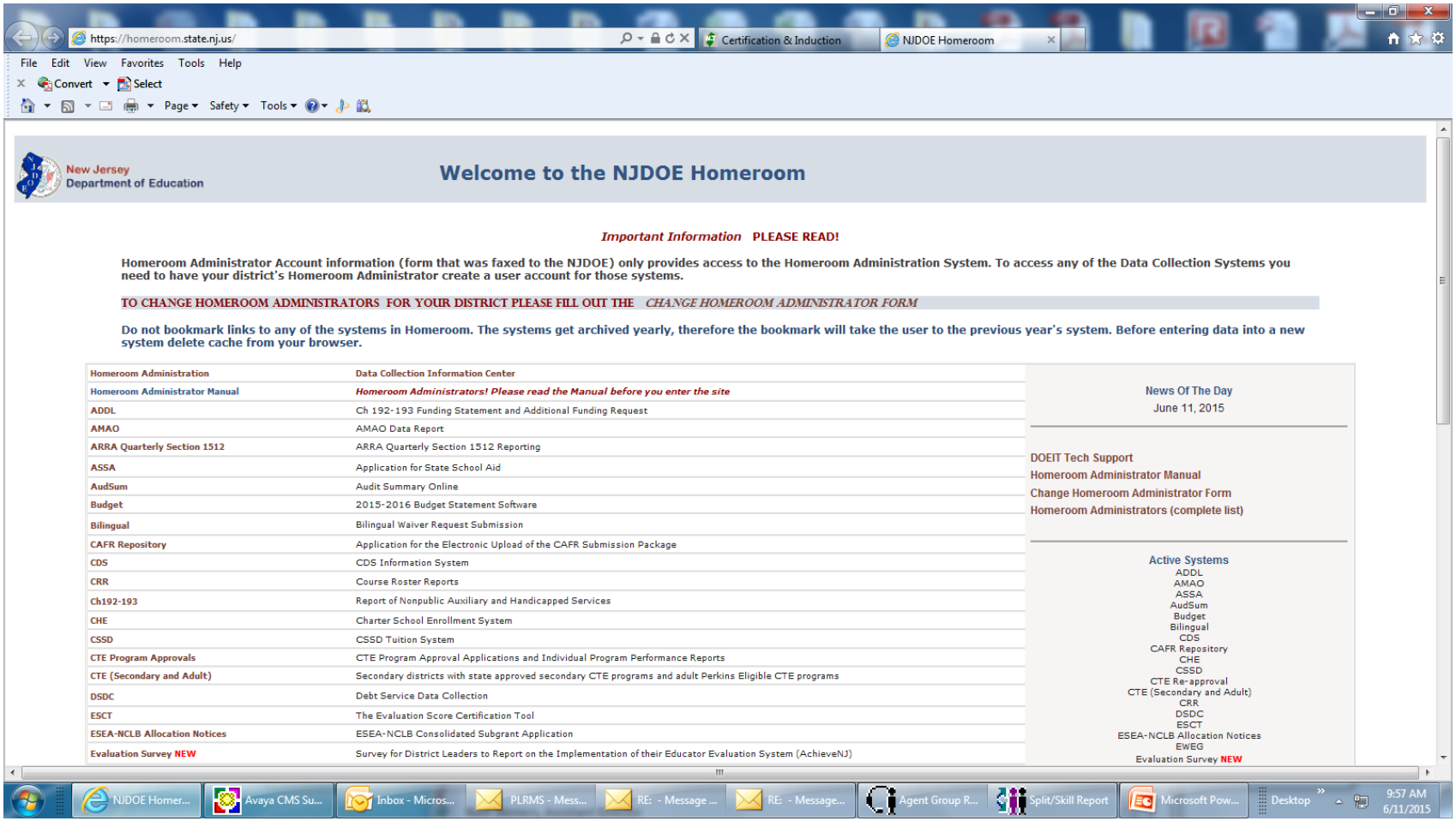
PTP 2016-2017 School Year

Mentoring

- A minimum of thirty weeks.
- Mentor fees have not changed.
  - CE teachers $1,000; CEAS teachers $550.
  - Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors. Districts may choose to pay the mentor fees for their novice teachers.
- The Department is no longer processing or accepting the PTP Notification of Terminated Participation form and the Statement of Acknowledgment Regarding Mentoring form and mentoring time must be tracked by each district. Each district should provide documentation to teachers of weeks of mentoring time completed.

The Provisional Licensure Registration Management System is located at **NJDOE Homeroom at** https://homeroom.state.nj.us/

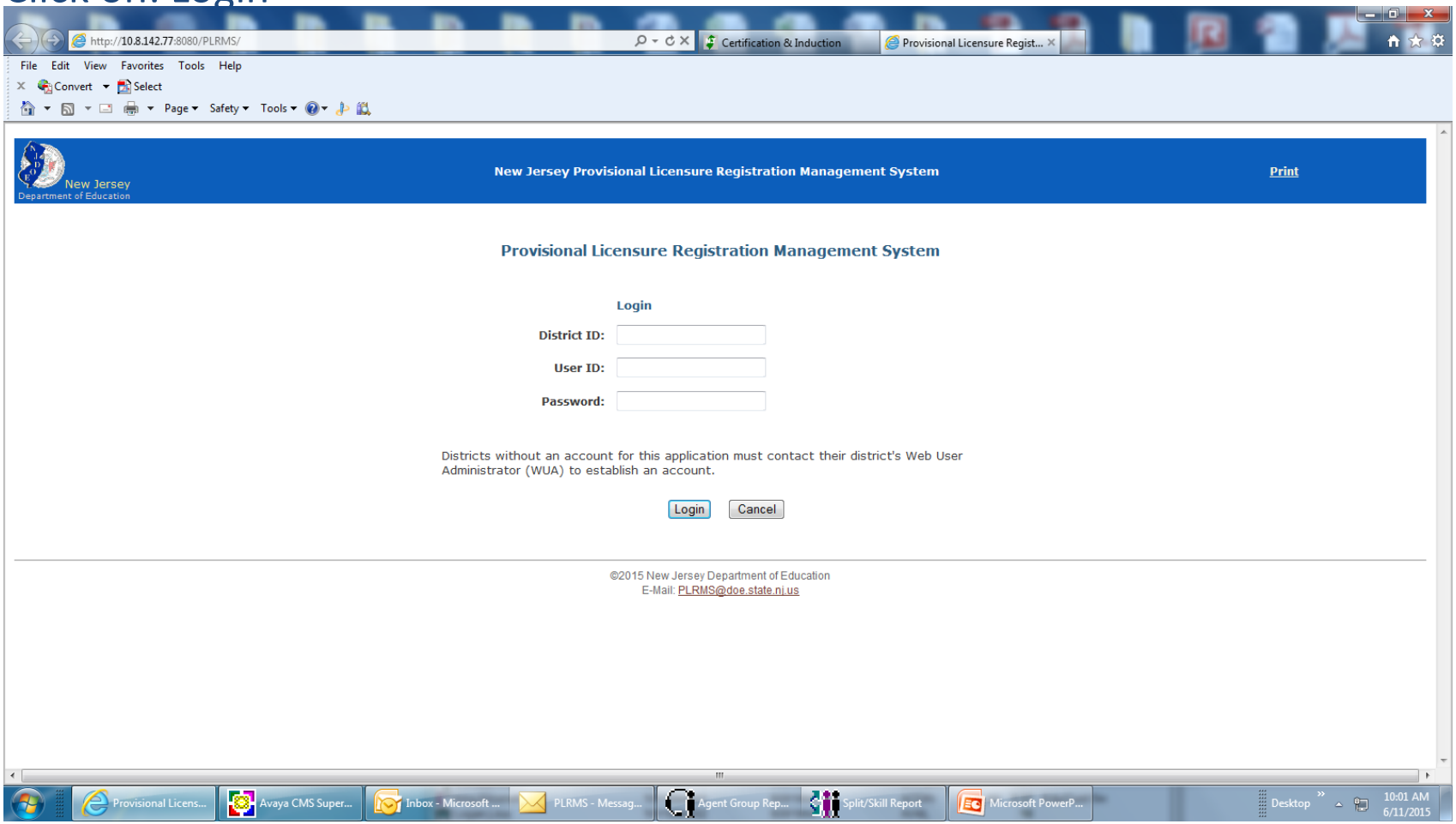
To access click the link on the left side of the page: PLRMS (NEW)



Logging Into PLRMS:

Enter your District Homeroom ID, User ID and password.

Click on: Login

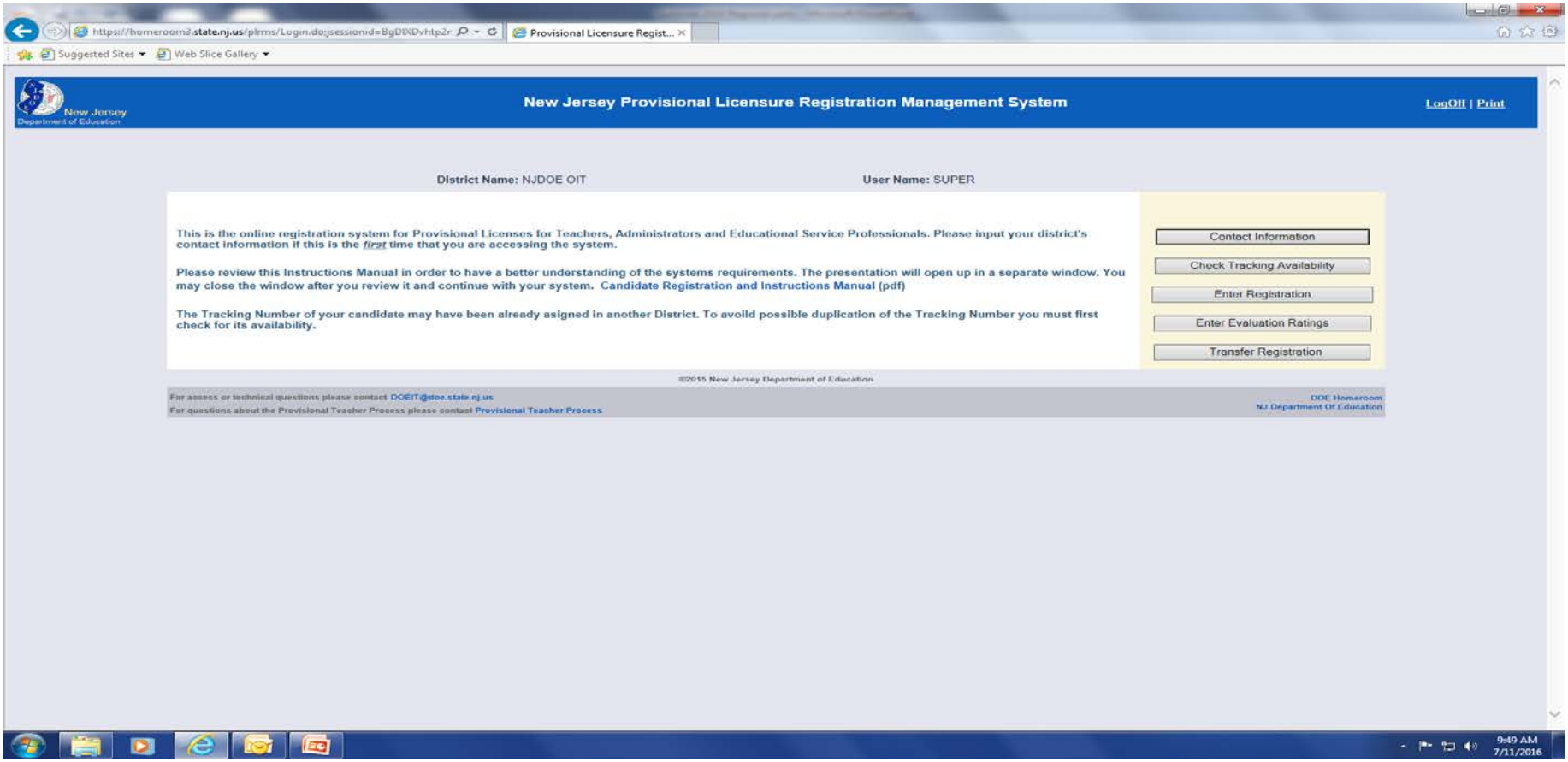


PLRMS

Log in options are :

1) Contact Information 2) Check Tracking Availability 3)Enter Registration 4) Enter Evaluation Rating 5)Transfer Registration

First time users must select contact information and input district information



PLRMS

Teacher Status:

Saved: Your district has saved the candidate's registration to district PLRMS list

Submitted: Candidate's registration has been submitted to NJ PTP and is being reviewed by staff

Approved: Registration has been approved and provisional license will be issued shortly

Issued: Provisional license has been issued by PTP staff and provisional license information can be accessed at https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp

District: NJDOE OIT

Click the button to add a new record : Add Teacher | ES Professional | Add an Admin

Provisional License Registration Status

Directions: Once you have begun a registration, you will be able to access that registration via the tracking number

Overview of Existing Records

Tracking Number	Name	SSN	Date Hired	Certification	Type	Job Code	Program Enrollment	Grade	End.1	End.2	End.3	Status
123123642	black	23[illegible] 56	05/21/2013	Teacher	CE	1000	Essex County- Montclair School District	N-8	1102	2475		Issued
123456	mary		09/14/2015	Teacher	CE	1004*	Elizabeth School District- School District	na	1001			Issued
1234567	Sandy		09/01/2015	Teacher	CE	1001*	Monmouth University Alternate Route Program_ Long Branch	K-6	1001	2475		Approved
123678	maria		09/15/2015	Teacher	CE	1436*	New Jersey City University Bilingual	5	1459	1629		Issued
234586	Rebecca		09/01/2015	Teacher	CEAS	1007*		N-12	1001	2475		Approved
30123	John		09/13/2015	Teacher	CE			na	0000			Approved
444444	test for teacher CEAS assurance		02/22/2015	Teacher	CEAS	1130*	Monmouth University-P3	5-12	1176	1191	1178	Issued

CE Candidates in 2016-2017

CE-EPP/Alternate Route: Elementary and pre-K-12 subject area candidates must register themselves into a DOE approved regional training center or college-based EPPs required for the certificate they are seeking and notify district of location for registering in the PTP PLRMS.

- **CE-EPP** information can be located at: http://www.nj.gov/education/educators/license/advisories/applicant.htm

CE Candidates in 2016-2017

When registering in PLRMS, districts whose candidates hold **ESL, P-3, TOSD**, or **Bilingual** CEs must verify enrollment of holders of CE instructional licenses. Please choose the program they are attending under the Program Enrollment in the Homeroom PLRMS site.

- **ESL** CE candidates must complete 200 hours and a 15 - 21 credit **ESL** program.
- **Bilingual** CE candidates must complete 200 hours for a separate subject field endorsement <u>and</u> a 12-15 credit Bilingual program.
- **TOSD** CE candidates must complete a program of 21-27 credits and complete 200 hours if their instructional area certificate is a CE.

New Requirements for CE EPP 2017-2018

Candidates with a CE must (among other requirements) complete a CE educator preparation program of 400 hours or equivalent credit hours AND pass a performance assessment.

PTP Contacts

- Email: PTP@doe.state.nj.us, altroute@doe.state.nj.us
- Phone: 609-984-6377
- Fax: 609-984-3356
- FAQ: **Chapter 9: A One-Stop Reference To Policies, Regulations And Implementation:**

http://www.state.nj.us/education/educators/license/chap9

Additional Contact Information

Office of Certification and Induction:

Customer Service: Phone # 609-292-2070

- Monday through Friday between the hours of 8:00 and 4:00 p.m.
- Website: http://www.state.nj.us/education/educators/license/

Agenda

Updates for 2016-17

CE and CEAS Requirement Updates and Proposed Code Amendments

Provisional Teacher Process (PTP) Updates

Administrator Residency Updates

Professional Development/Mentoring Updates

Administrator Training Programs

Administrator certificates and residency programs for:

- Principal
- School Administrator
- School Business Administrator

Ken Figgs

Administrator Training Programs

Three Step Certificate/Residency Program

STEP	Certificate Issued	Residency
1	Certificate of Eligibility	Seek Employment
2	Provisional Certificate	1 - 2 Year Residency
3	Standard Certificate	Recommendation by Mentor

Registration for Residency Program

- When a candidate with a CE obtains a position requiring **principal** certification, the district registers on PLRMS. *On the PLRMS statement of assurances page use the link to* www.njl2l.org to register for the **two-year residency.** Then return to PLRMS and submit.
- When a candidate obtains a position requiring **school administrator certification,** the district registers administrator on PLRMS. *On the PLRMS statement of assurances page use the link to*

http://njasa.net/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=258 to register with NJASA for the **one-year residency.** Then return to PLRMS and submit.

- For **school business administrator** certification, the school district will register the candidate on PLRMS and also call (609) 292-6378 to register the candidate into the Administrator Training Program for a **one-year residency** and receive the necessary registration materials.

Role of NJPSA in Principal Residency Program

- **The New Jersey Principal and Supervisor Association and the Foundation for Educational Administration and (NJPSA/FEA)** are authorized by the New Jersey Department of Education to operate the two year Leader to Leader Program (L2L) for principal residency candidates.
- Contact: www.njl2l.org
- Mr. Ed Canzanese (609) 860-1200

Role of NJASA and NJASBO in School Administrator and School Business Admin. Residency Programs

- The **New Jersey Association of School Administrators (NJASA)** assigns authorized mentors to school administrator residency candidates.
  - Contact: www.NJASA.net, 609-599-2900- Dr. Mark Stanwood

- **The New Jersey Association of School Business Officials** (**NJASBO)** provides a list of authorized mentors for school business administrator residency candidates.
  - Contact: www.NJASBO.com, 609-689-3870- Dr. Michele Roemer

School Library Media Specialist (SLMS)
Associate School Library Media Specialist (ASLMS)

- District will register candidate through the Homeroom on PLRMS
- If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)
- Fax or e-mail Residency Agreement to:

609-984-5876 or slms@doe.state.nj.us

- One year residency is required under the provisional certificate
- You will be contacted by our office when the Program Completion Evaluation is due
- SLMS/ASLMS contact: Leslie Foster (609-292-5054)

STUDENT ASSISTANCE COORDINATOR (SAC)

- District will register candidate through the Homeroom on PLRMS
- If the candidate only has a CE, must list college where courses will be taken (drop-down menu on registration page)
- Fax or e-mail Residency Agreement and copy of employment contract to: 609-984-6377or sac@doe.state.nj.us
- Six-month residency is required under the provisional certificate(provisional issued when documents are submitted)
- Forms and final evaluation document are found on: http://www.nj.gov/education/educators/license/sac/
- SAC contact: Ken Figgs (609-292-6378)

NJDOE Residency Program Contact Information

Administrator Training Program questions:
Ken Figgs, Manager
Jermaine Page, Assistant

Phone # 609-292-6378 or 609-984-6377
Fax# 609-984-3356,
E-mail ATP@doe.state.nj.us

Agenda

Updates for 2015-16

CE and CEAS Requirement Updates

Provisional Teacher Process (PTP) Updates

Administrator Residency Updates

Professional Development/Mentoring Updates

Topics To Address

Professional Development

- Revised Statement of Assurance concerning district professional development and mentoring programs
- Individual teacher PD plans: goals
- Proposed revised timeline for individual PD plan sign-offs (teachers and administrators)
- State requirements vs. district policy options

Mentoring and Induction

- Relation to provisional certification and evaluation requirements for new teachers
- Requirements when teachers change districts
- State requirements vs. district policy options

Most Professional Development Requirements Unchanged

Requirements may be found at:

http://www.nj.gov/education/profdev/

Requirements address:

- Scope and purpose
- Components and standards
- District-level requirements
- School-level requirements
- Individual requirements (teachers and administrators)
- State Professional Learning Committee
- District mentoring programs
  - Mentoring programs should be considered a special part of the district program of professional development

Revised District Statement of Assurance (SOA)

Previous requirement

- Districts required to submit SOA about ***mentoring programs only*** to county office each year by July 1

New requirement as of December 7, 2015

- Districts required to submit SOA about ***PD and mentoring programs*** to county office each year
  - Due **September 1, 2016** for SY 2016-17
  - Will be due July 1 in subsequent years
  - Separate submission until further notice

Reason for change:

- To add an SOA for the district PD plan
- To emphasize the mentoring plan as a subset of the district PD plan;
- To minimize the number of forms submitted

SOA: Special Considerations

Charter schools

- Same SOA applies except for those charter schools who exclusively hire teachers under the charter school certificate of eligibility
- In above case, must still submit PD section of SOA but not mentoring section

Nonpublic schools

- Required to submit mentoring section if they enroll novice teachers in the PTP
- Will submit SOA directly to PTP office
- Not required to submit PD section of SOA

SOA: Special Considerations (cont.)

Approved private special education schools

- No need to submit SOA to State
  - ASAH submits the mentoring SOA for its members
  - PD portion of SOA can be kept on site and filed with school PD plan

Broadcast memo: June 28, 2016

http://education.state.nj.us/broadcasts/

Teachers' Individual Professional Development Plans (PDPs)

Previous requirement for contents of plan

- Led to confusion about the minimum number of goals that needed to be included

New requirement as of 12/7/15 – no fewer than two goals

- One area for development of professional practice derived from results of observations and evidence through annual performance observation, and
- One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals

Reason for change:

- To provide clarity for minimum requirements
- To provide flexibility for plan development

State Requirements vs. Local Policies

20-hours annual PD requirement for teachers

- Regulations set 20-hours per year minimum for each teacher
  - Districts may require more than this minimum
- Regulations define the purpose of PD, the components of PD and provide Standards for Professional Learning
  - Within these guidelines, districts are given ample flexibility to determine what types of PD to recognize and how to "count" educator engagement towards the annual requirement (we do provide guidance about course credits)
- Regulations stipulate a minimum of two goals in the PD plan
  - PDPs may include more, depending on needs and context
  - Creating PDPs provides an opportunity for collaborative conversations about educator learning in support of student learning.

New Proposal: Timeline for PDP Completion

Changes to PDP timeline currently at proposal level with NJ State Board of Education and open for public comment

- To align the deadlines for the PDP, Corrective Action Plan (CAP), and Student Growth Objectives (SGO)
- All three would be updated annually no later than October 31
- Applies to administrator PDPs as well as teacher PDPs
- PDPs for hires after October 1 due 25 working days after hiring

Reason for proposed change:

- To give educators additional time and information about their new students to inform their PDPs
- To provide more flexibility and alignment for goal-setting
- To put a “book-end” in regulations to ensure plans are completed

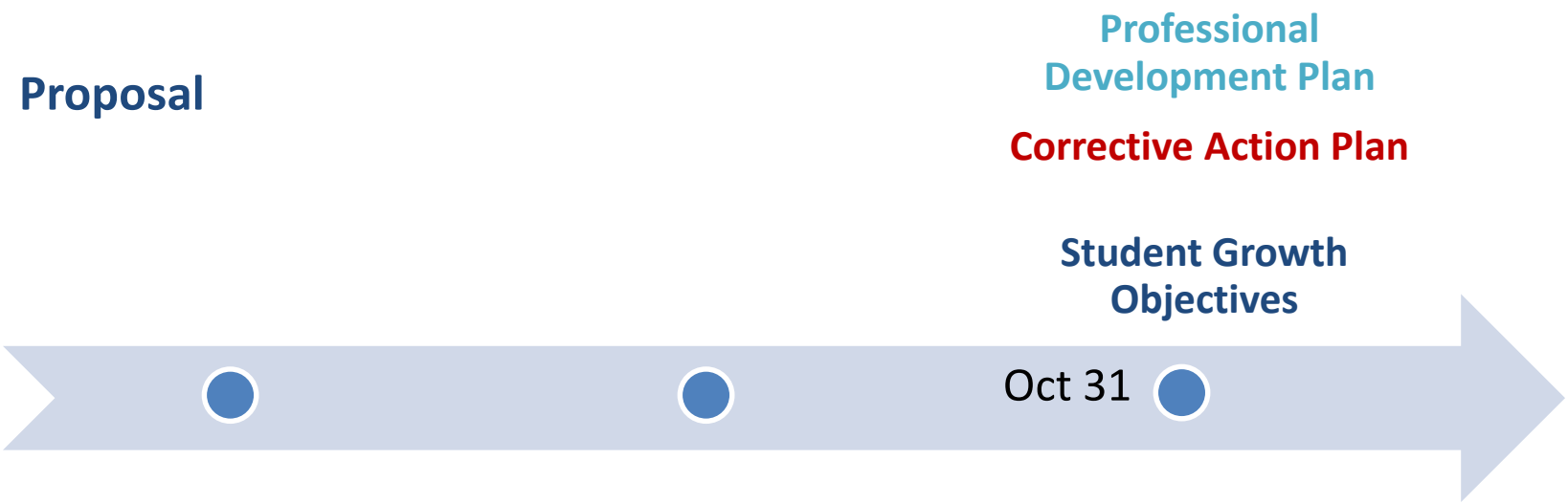
Proposal 3
Align PDP, CAP and SGO deadlines

Current State/Background

Professional Development Plan	Corrective Action Plan	Student Growth Objectives
June	Sep 15	Oct 31
All teachers set **professional development goals** for coming year	Teachers rated partially effective or ineffective develop **specific practice improvement goals** and **deadlines**	All teachers set **learning goals for their students**

NEW JERSEY
DEPARTMENT OF
EDUCATION

Proposal 3
Align PDP, CAP and SGO deadlines



Benefits

- Teachers gain extra time and information to finalize **high quality** professional goals for themselves.
- There is increased **flexibility** for goal-setting conferences to occur
- Professional goals and student goals would now be due on one date, **simplifying** schedules.

New Proposal: PDP Timeline (cont.)

Things to consider

- PDPs should be considered as "living documents" and may be modified as needed throughout the year
- The intent of the PDP is to connect educator learning to both the learning needs of students and evidence from the annual performance evaluation
- PDPs will be better aligned to student learning needs if teachers have the opportunity to learn about their students for the coming year before finalizing all their goals
- PDPs should continue to be discussed at the year-end conference
- Administrators are not required to wait until October 31 to sign off on PDPs

Most Mentoring Requirements Unchanged

Requirements may be found at:

http://www.nj.gov/education/profdev/mentor/

Requirements address:

- Support for all first-year, untenured teachers
- Differentiated supports for teachers in PTP through 1-1 mentoring
- Mentor eligibility
- Tracking mentoring time
- Payment of stipends
- Submission and review of district mentoring plans
- Responsibilities of ScIP

Mentoring and …

Provisional certification

- Novice teachers are now required to serve two years under a provisional, but 1-1 mentoring is required only for the first year

Evaluation ratings

- Mentoring requirements for novice teachers are not dependent on the evaluation ratings they receive

Mentoring and ... Teacher Moves

If a novice teacher changes districts during the first year of the PTP:

- The 1-1 mentoring support must be completed in the new district
- The new district needs to contact the previous district to confirm the number of weeks of mentoring still needed (based on a minimum requirement of 30 weeks)

If a novice teacher changes districts after having received the required 1-1 mentoring support but before completing the provisional requirement:

- The new district needs to provide comprehensive induction support as explained in N.J.A.C. 6A: 9C-5.1(c)

In both cases the new district needs to update the teacher's information in PLRMS

State Requirements vs. Local Policies

Mentoring program duration and contact time

- Regulations set 30 weeks minimum for the total program (currently in guidance but proposed for regs)
  - Districts may extend, especially if the teacher remains in the district for the full year
- Regulations set minimum mentor contact requirements for 4 and 8 weeks of weekly meetings for CEAS and CE teachers, respectively.
  - Districts have full flexibility to develop their programs and mentoring requirements as long as they meet this minimum
- Regulations stipulate 1-1 mentor support for first year of provisional
  - Districts may extent support during second year via PLCs, ScIPS and other collegial supports

State vs. Local (cont.)

Mentor payments

- Payments for mentors are required, and the Office of Certification and Induction sets the fees
  - Districts may not allow mentors to refuse payment
  - Districts may choose to pay the mentoring fees for their provisional teachers

Support for mentor teachers

- Mentor training is required, but ongoing support is not specified
  - Districts may use multiple methods to develop mentoring capacity, including the PDP process and PLCs

Bottom line

- Mentoring and induction supports are extremely important for improving teaching practice and teacher satisfaction and for reducing teacher turnover
- More support is better than less! Invest in effective supports for your new teachers and their mentors!

For More Information

- PD Website:
  http://www.state.nj.us/education/profdev/
- Learning Forward Website (PL standards):
  http://learningforward.org/
- Email Help Line:
  teachpd@doe.state.nj.us
- Office contact info:
  609-633-8014
  alfie.obornik@doe.state.nj.us
  margery.wood@doe.state.nj.us
  cathy.pine@doe.state.nj.us