

## REGULATION 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS

### A. Requirements For The Provisional Certificate

1. All candidates for certificated positions in instructional fields must comply with the provisions of New Jersey Administrative Code. All newly prepared teachers in instructional fields shall receive certification in accordance with N.J.A.C. 6:11-5.1. In accordance with the Code, newly trained teachers will possess a Certificate of Eligibility or a Certificate of Eligibility with Advance Standing. Vocational education certifications will be issued in accordance with N.J.A.C. 6:11-8.1.
2. The issuance of a Certificate authorizes the holder of said certificate to seek and accept offers of employment with a public school, but does not authorize its holder to begin teaching.
3. The school district shall report the employment of any teaching staff member with said certificate to the Office of Personnel, Preparation and Recruitment - New Jersey Department of Education and request the issuance of a provisional certificate. The school district will receive a Training and Supervision Contract, Statement of Assurance to Teach and Evaluation Forms. The training and Supervision Contract and the Statement of Assurance must be completed and returned to the Division of Teacher Preparation and Certification before a provisional certificate is issued.

### B. School District Responsibilities To Provisional Teachers

1. The school district will evaluate the new teaching staff member three (3) times in the first year, the last of which includes recommendations for standard licensure and assign an experienced teacher to support and assist the new teacher in the first year. The school district will provide a Professional Support Team comprised of the school principal, an experienced mentor teacher, a college faculty member, and a curriculum supervisor. Comparable school district personnel may be substituted for the curriculum supervisor or the college faculty member.
2. The school district will provide formal instruction to all provisional certificate holders in a district training program. The training program shall be in accordance with N.J.A.C. 6:11-5.3. The training program plan must be developed and approved by the Department of Education in accordance with N.J.A.C. 6:11-5.3.
  - a. Phase I Training - A full time seminar/practicum of no less than 20 days in duration which takes place prior to the time the teacher takes full responsibility for a classroom. This phase is not required for holders of Certificates of Eligibility with Advanced Standing.
  - b. Phase II - A period of intensive on the job supervision beginning the first day on which the provisional teacher assumes full responsibility for a classroom and continuing for a period of at least 10 weeks. The new teacher will be visited and critiqued no less

than one time every two weeks by members of the Professional Support Team and will be evaluated at the end of the ten week period by the appropriately certified members of the team. At the end of the ten week period, the provisional teacher shall receive a formal written progress report from the chairperson of the Support Team.

c. Phase III - An additional period of continued supervision and evaluation of no less than twenty weeks in which the provisional teacher shall be visited and critiqued four times and shall be observed formally and evaluated at least twice. No more than two months shall pass without a formal evaluation.

d. At the conclusion of the district training program, the chairperson of the Professional Support Team will prepare a comprehensive evaluation report on the provisional teacher's performance. This report will be sent directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher. This recommendation and report shall be in accordance with N.J.A.C. 6:11-5-5.

All training in a, b and c above will be in accordance with N.J.A.C. 6:11 - 5.3(f) and (g). All evaluations of provisional teachers will be in accordance with N.J.A.C. 6:11-5.4.

#### C. Provisional Teacher Responsibilities

1. The provisional teacher will be responsible for paying all fees for the required training, mentors and support team members as established by the State Board of Education.

2. The State establishes the following schedule of payment to professionals participating in the program:

a. Mentor Teacher \$550.00 (Advance Standing), \$450.00 (Certificate of Eligibility)

b. Supervisor, Professional Support Team \$550.00 (Certificate of Eligibility)

c. State Department of Education \$900.00 (Certificate of Eligibility)

#### D. Evaluation of Provisionally Certified Teachers

1. Two appropriately certified members but not more than three members of the Professional Support Team shall share the evaluation duties of the provisional teacher and the mentor teacher will not participate in the evaluation or the discussions which might affect the employment or certification of the provisional teacher. Interactions between the provisional teacher and the mentor will be considered a matter of professional privilege.

2. The final report on each provisional teacher will include one of three ratings of evaluation:

- a. Approved - Recommends issuance of a standard certificate
- b. Insufficient - Recommends that a standard certificate not be issued but that the candidate be allowed to seek entry on one more occasion in the future into a State-approved district training program.
- c. Disapproved - Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

The recommendation regarding certification will be separate from a district decision regarding reemployment.

3. The principal, as chairperson of the team, is responsible for the three required evaluations. The principal may delegate this responsibility to an appropriately certified supervisor on the support team. Mentor teachers will not evaluate.
4. At least three formal evaluations will be completed at ten, twenty and thirty weeks after the provisional teacher assumes full responsibility for his/her class. These evaluations shall be in addition to the any other evaluation procedures required by the district.
5. Completed provisional teacher evaluation forms are confidential and will not be shared with members of the support team without the consent of the provisional teacher.
6. The Professional Support Team Chairperson shall provide the provisional teacher with a copy of the provisional teacher's written evaluation report and certification recommendation prior to the submission to the Division of Teacher Preparation and Certification of the New Jersey Department of Education.
7. In the event the provisional teacher disagrees with the chairperson's recommendation, he/she may submit written materials documenting their reasons for disagreeing, to the chairperson within fifteen days. The chairperson shall forward all documentation to the Division of Teacher Preparation and Certification (DTPC) of the New Jersey Department of Education (NJDE).
8. The provisional teacher may contest any unfavorable recommendation pursuant to N.J.A.C. 6:11-3.30.

N.J.A.C. 6:11-5.1-5.5

Provisional Teacher Program Implementation Guidelines, New Jersey Department of Education.

Issued: 11 June 1997