December 9, 2014

TO: Chief School Administrators
    Charter School Lead Persons
    School Leaders

ROUTE TO: District Human Resources Staff

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer
      Division of Teacher and Leader Effectiveness

SUBJECT: Request for Qualifications for Administrator Residency Programs

The New Jersey Department of Education (NJDOE) has issued a Request for Qualifications (RFQ) to solicit proposals from qualified groups to provide residency programs of induction and support for new administrators serving under a provisional certificate of licensure. The outcome of this process will be a list of state-approved programs for fulfilling the residency requirement. To be on the approved list, all programs and their respective providers must meet the criteria specified in the RFQ.

**Background**
The requirement for administrators to complete a residency program as part of the licensure process will not change. Residency programs continue to provide important job-embedded training and support to new leaders as they adjust to the complexities of their assignments. This RFQ provides an opportunity to expand the number of organizations available to work with districts in providing the residency programs. Please note that administrators currently enrolled in a residency program will complete that program and will not be impacted by this process. The new approved list will be effective starting with the 2015-16 school year for administrators beginning a new residency program.

**Types of Residency Programs**
The RFQ solicits proposals for two types of administrator residency programs:
1. The School Administrator Residency Program (SARP) supports new district-level administrators serving as superintendents, assistant superintendents or directors.
2. The Principal Residency Program (PRP) supports new school-level administrators serving as principals, assistant principals, or vice-principals.

Proposals may be submitted for one or both types of programs.
Eligibility
Entities eligible to submit SARP and/or PRP program proposals include:
- Institutions of higher education;
- Teacher or administrator professional associations;
- Local Education Agencies (LEAs);
- Charter management organizations;
- Private companies;
- Community-based organizations;
- Nonprofit organizations;
- A partnership between eligible program provider entities; and
- Other qualified groups.

RFQ Access, Deadline, and Contact Information
- The RFQ solicitation can be found on the Department’s mentoring web page at http://www.nj.gov/education/profdev/mentor/.
- The deadline for proposals is February 17, 2015.
- Additional information about the regulations governing administrative licensure, including the residency program requirements for school administrators and principals, can be found in New Jersey’s Administrative Code (N.J.A.C. 6A: 9B-11.4 and 9B-11.5).
- Questions about the RFQ may be submitted via email until January 6, 2015, to the NJDOE at purchasing@doe.state.nj.us.

Next Steps
The Department intends to post the approved list of residency programs in early spring 2015, and will provide updated information to school districts on procedures for enrolling new administrators in a residency program at that time. Current procedures will remain in place for the 2014-15 school year. Future RFQ rounds will occur as needed to allow additional providers to apply for addition to the approved list.