



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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May 31, 2019

To: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Directors, State Operated Programs

From: Sherry H. Thomas, Director *SHT*
Exceptional Children Division

Re: ECATS: Training Locations and Guidelines for Registration

I am excited to provide you information on ECATS training for the Special Education and Service Documentation modules, scheduled for June 12-July 26, 2019. This training will be delivered as a train-the-trainer model.

Districts with year-round schools will have first priority for the June training dates, but all registration will be on a first-come, first-serve basis. The go-live projection for the Special Education and Service Documentation modules is still the week of July 15. More information will be provided prior to go-live on the exact date. Information regarding the dark period for EasyIEP, GoalView, and CECAS will continue to be communicated from the EC Division (ECD), ECATS Data Manager listerves, and PCG. ECATS MTSS module training and future go-live dates will be communicated to MTSS Coordinators and other necessary personnel separately, through the MTSS listserv.

With the recognition that LEA budgets are tight and many staff who may need to attend this training are not twelve (12) month employees, the ECD will make available an allocation to all LEAs scheduled for training. It is my hope these funds will help defray costs for stipends and travel, as needed for LEA personnel, and ensure appropriate staff are available to attend the training. For each allotted seat for both the Special Education and Service Documentation modules, \$175.00 will be provided. The attached list of LEAs includes the number of seats as well as the total amount of the allocation. These funds will be dropped into PRC118 at the final Budget Revision scheduled around June 6.

Attached to this memo, you will find the Special Education and Services Documentation Module trainings by region, date, and location. Designated participants should attend one day of training for the Special Education module and one-half day for the Services Documentation module, as appropriate. Guidance is also included on the number of seats each LEA may schedule for any one training per module in their region, working within the total number of seats allotted. (*e.g. LEA Z has 10 seats for the Special Education Module. They choose to send 5 members to training on July 16 and 5 members on July 22. They have now accessed their allowable seats for the Special Education Module.*)

The planning strategy for this PD was to locate multiple training locations in each region beginning on June 12, with all regions having access to multiple options. We regret that we cannot allow entire LEA training teams to attend one training together. Our goal is to be equitable so all LEAs have access.

Please look at the training sites and register your team. The links for registration for both the Special Education and Services Documentation module trainings can be found below. Each participant must be registered individually. Participants must register in the assigned region for their LEA, with the exception of those LEAs who have year-round schools; attendance will be at the training site most convenient to your LEA.

Prior to training, registrants will receive an email with information and logistics. Registration is required and can only be accessed through the links. Numbers per LEA for each training site must be adhered to. Registrations will be monitored to ensure all LEAs have access within their regions. Links for Special Education (EC) and Service Documentation (SD) registration are found below. Please note these are separate registration links.

EC Module:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_9KU2jMgspyRzIZn

SD Module:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_0ktrFROkV5KCqBn

Thank you for your patience and understanding as we move ECATS forward. This has been a huge undertaking for our staff and PCG, but we are confident you will be pleased with the finished product.

If you have questions regarding the training, please feel free to contact me at sherry.thomas@dpi.nc.gov, 919-807-3969.

Cc:

Maria Pitre-Martin

Matt Hoskins

EXCEPTIONAL CHILDREN DIVISION

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