The steps outlined below will be used for the initial evaluation and approval of Exceptional Children Programs in North Carolina Psychiatric Treatment Facilities (PRFT).

1. **Non-Public School Recognition**- Each PRTF must be registered with and recognized as a non-public school by the Division of Non-Public Education before Exceptional Children (EC) Program Approval may be initiated. The Division of Non-Public Education must also be notified of the intent to participate in the EC Program Approval process (form attached). [http://www.ncdnpe.org/hhh104.aspx](http://www.ncdnpe.org/hhh104.aspx)

2. **Licensed by DHHS**- Each PRFT must be licensed by the Department of Health and Human Services.

3. **Intent for EC Program Approval** - The PRTF must complete the *Intent for EC Program Approval*. Upon receipt of *Intent for EC Program Approval*, the EC Division will provide the PRTF with:
   a. PRTF EC Program Approval: *Pre-Requisites and Statement of Assurance*;
   b. PRTF EC Program Approval: *Self-Assessment*;
   c. PRTF EC Program Approval: *On-Site Review*;
   d. *Procedural Safeguards: Handbook on Parents’ Rights*; and
   e. *Policies Governing Services for Children with Disabilities*.

4. **On-Site Visit**- Once the *Pre-Requisites and Statement of Assurance* and *Self-Assessment* have been completed, an On-Site Visit will be scheduled. After the on-site visit, the PRTF will receive written notification of its EC Program Approval status.

5. **EC Program Approval**- Once EC Program Approval has been awarded, the Self-Assessment must be submitted annually (July 1st) with current documentation to support the PRTF’s standing as a Non-Public School. PRTFs are also required to provide current documentation regarding its licensure status with DHHS.
   a. EC Program Approval is considered current and in good standing for three years from the date of issue pending annual program self-assessment reviews.
   b. In conjunction with the annual self-assessment, an on-site visit will be conducted with a team every 3 years to evaluate the program.

6. Psychiatric Residential Treatment Facilities can be further described as:
   a. Single Building Campus
   b. Multi-Building Campus
   c. Lock-Down Facility
   d. Separate Facility

7. Federal funds may not be used for students with disabilities in unapproved programs. Funding shall be available from the date that the Exceptional Children Program is approved.
8. Upon request, Local Education Agencies (LEAs) and other State Education Agencies (SEAs) will be advised of the EC Program approval status of specific non-public schools or PRTFs.

9. **Federal and State Regulations**- Please be advised that EC Programs for students with disabilities are governed by Federal and State Regulations under the *Individuals with Disabilities Education Improvement Act of 2004* (IDEA). The *Procedural Safeguards: Handbook on Parent’s Rights* contains a full explanation of the legal rights available under IDEA and the accompanying federal regulations. The *Policies Governing Services for Children with Disabilities* outline the federal regulations specific to North Carolina.
Exceptional Children Program Approval

Intent to Participate

The completion of this document indicates the intent to begin the EC Program Approval process with the Department of Public Instruction and the Exceptional Children Division.

Official Name of Psychiatric Residential Treatment Facility:

__________________________________________________________

Check all that apply:
☐ Single Building Campus
☐ Multi-Building Campus
☐ Lock Down Facility
☐ Separate Facility
☐ Other: ______________________

Address: __________________________________________________

City: __________________________ State: _____ Zip: _____________

Contact Person: _____________________________________________

Title: ______________________________________________________

Email Address: _____________________________________________

Phone Number: _____________________________________________

Signature: _________________________________________________

Date: ______________________________________________________

Mail to: Monitoring Liaison: PRTF
Department of Public Instruction
Exceptional Children Division
6356 Mail Service Center
Raleigh, NC 27699-6356