The following components are essential for approval of a Psychiatric Residential Treatment Facilities (PRTF) EC Program. These items must be in place before the review team conducts an on-site visit.

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 Program approval may be initiated. 
   
   [http://www.ncdnpe.org/hhh104.aspx](http://www.ncdnpe.org/hhh104.aspx)

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

3. **Basic Educational Program** - The basic educational program shall include course requirements and descriptions similar in format to materials previously contained in the stand course of study and it shall provide:
   a. A core curriculum for all students that takes into account the special needs of children;
   b. A set of competencies, by grade level, for each curriculum area;
   c. A list of textbooks/materials for use in providing the curriculum;
   d. Standards for student performance and promotion based on the mastery of competencies, including standards for graduation, that take into account children with disabilities and, in particular, include appropriate modifications;
   e. A program of remedial education;
   f. Required support programs;
   g. A definition of instructional day;
   h. Class size recommendations and requirements;
   i. Prescribed staffing allotment ratios; and
   j. Facilities guidelines that reflect educational program appropriateness. 
   [Public School Laws of North Carolina Annotated § 115C-81(b)]

4. **Instructional Time** - Adequate time for instruction is provided during the regular school day and throughout the school year. The annual school calendar provides for a minimum of 185 days and 1,025 hours of instruction covering at least nine calendar months.

5. **Instructional Environment** - The instructional environment is conducive to effective teacher-student interaction and the achievement of positive learning results.
   a. Sufficient space, furniture, and instructional equipment are provided in each instructional setting to permit positive learning results.
   b. Buildings are accessible and safe for students with disabilities.
   c. An adequate supply of appropriate instructional materials, textbooks, and supplementary resources is readily available.
6. **Individualized Education Program (IEP)** - Each student enrolled with a disability under IDEA has a current IEP before special education and related services are initiated and all required components of the IEP are completed.

7. **Evaluation of Learning** - A regular, standardized procedure for evaluation of student learning is in use. Progress toward IEP goals is monitored, includes data collection and communicated regularly to parents.

8. **Personnel Qualifications** - Special education teachers and related services personnel are qualified to carry out assigned responsibilities.
   a. Teachers hold a license to teach in the State as a special education teacher.
   b. Related services are provided by personnel licensed or certified by the appropriate state agency or board.
   c. Access to professional development to improve competencies and skills, encourage professional growth, and address student needs is routinely available.

9. **Physical Facilities** - A safe and healthy physical environments that meets the fire, safety, and sanitation standards established by state and local authorities. Buildings and equipment used by students are accessible.

**STATEMENT OF ASSURANCE**

I affirm that the _________________________________ meets the pre-requisites listed above except those in which a variance is noted and a written explanation is provided.

Signature: _________________________________ Title: _________________________________
Date: __________

Return one copy of this form along with the written explanations (if applicable).

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