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**Exceptional Children Division**  
*Psychiatric Residential Treatment Facilities*  
*Exceptional Children Program Approval*

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

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>
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 1<sup>st</sup>) 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.

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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.

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## *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:

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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