



# Exceptional Student Services

## Emotional Disabilities-Public (ED-P) Program Application

### Instruction Manual

Revised May 2024



ARIZONA DEPARTMENT OF  
**EDUCATION**

# Contents

New Applicant Instructions .....	3
Accessing the Application .....	3
Application Sections .....	6
Section 1 .....	6
Teacher and Staff List .....	8
Site/School Details .....	9
Instructions for Renewing Your Application .....	10
Required Information .....	10
Teacher and Staff List .....	10
School Site .....	11
Application Submission and Status .....	11
Once the Application is Approved .....	12
Additional Requirements .....	12
Important Dates .....	12

# Emotional Disabilities-Public (ED-P) Programs

Public education students qualify for ED-P funding if the child is placed in a special program that provides intensive services within a school district, as outlined under A.R.S. § 15-765(D)(2). The chief administrative official of the school district or county or other person as designated by the school district or county as responsible for special education shall verify that the pupil placed in such a program is diagnosed with an emotional disability as defined in section 15-761 and that appropriate services cannot be provided in traditional resource and self-contained special education classes.

For children placed in a special program that provides intensive services within a school district, the chief administrative official of the school district or county or other person as designated by the school district or county as responsible for special education shall verify that the pupil placed in such a program is diagnosed with an emotional disability as defined in section 15-761 and that appropriate services cannot be provided in traditional resource and self-contained special education classes.

Requirements for the ED-P approval process are outlined by [A.R.S. § 15-765 \(D\)](#). Public education agencies (PEAs) must apply annually if they wish to operate an ED-P program. When applying, PEAs should describe how their program is above and beyond what is currently offered in traditional resource and self-contained special education classrooms. Failure to apply for ED-P approval may cause integrity failures for PEAs, which may affect state payments.

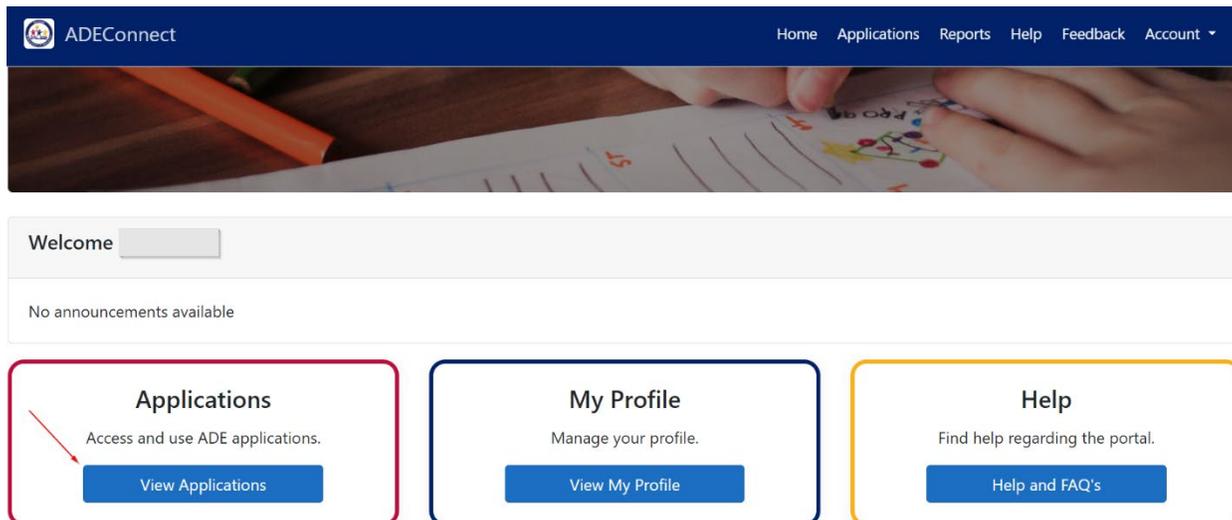
[Return to Table of Contents](#)

---

## New Applicant Instructions

### Accessing the Application

- [Open ADEConnect](#)
- Click “View Applications”



- Open the “Exceptional Student Services Portal.” If you have access to more than one entity, make sure that you are opening the Exceptional Student Services Portal under the PEA, not the site/school.

Amphitheater Unified District (4406) ←	[ - ]
ADE Professional Learning and Development (APLD)	☆ ↗
AzEDS Identity	☆ ↗
Exceptional Student Services Portal ←	☆ ↗

- Click “Special Education Program Approvals.” Applicants must have the **ESS Special Education Program Approvals – LEA User** permission. While this permission does say LEA User, it functions under a few different roles for the sake of simplicity. Notify your [Entity Administrator](#) if you require access.

- Select the most recent school year

- Hover your mouse over Application and select the current application.



## SPECIAL EDUCATION PROGRAM APPROVALS

# EXCEPTIONAL STUDENT SERVICES

Home

Application -

Help -

Current Application

Fiscal Year 2024

Select School Year

### Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

Public Placements of Special Education Students in a Private Day School  
ED-P Programs in Public Education Agencies  
Educational Placements for Residential Treatment Centers

The FY23 application is now open.

Please review our [memo](#) for additional information.

To start a new application, please select "Application" on the top left bar and then choose "Current Application"

For Approved Private Day School information go to [Approved Private Day Schools](#)

For information on ED-P programs in public education agencies go to [ED-P Programs](#)

For Private Day School and ED-P questions, please email [ESSPrivateDayEDP@azed.gov](mailto:ESSPrivateDayEDP@azed.gov)

For information on Residential Treatment Centers (RTC) go to <http://www.azed.gov/specialeducation/vouchers/>

Applications may be returned for edits, please be sure the edits/additions are incorporated before you finish and/or resubmit the application.

[Return to Table of Contents](#)

# Application Sections

## Section 1

**Section 1**

Entity ID: \_\_\_\_\_  
Entity Name: \_\_\_\_\_

---

**Point of Contact Information**

<b>Point of Contact First Name:*</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>	<b>Point of Contact Last Name:*</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>
<b>Title:*</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>	<b>Email Address:*</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>
<b>Phone:*</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>	<b>Fax:</b> <input style="width: 95%; height: 25px;" type="text" value="Click here to enter text"/>

---

**Student Characteristics:\*** (Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program)

**Continuum of Services:\*** (Describe how the program will fit in with your continuum of service options)

**Separation from Others:\*** (How these students will be separated from other students)

**Mental Health Component:\*** (How and by whom)

**Case Management:\*** (How and by whom)

**Age Ranges \*** (What ages are served in each classroom?)

**IEP Component:\*** (Describe the process you will use to ensure that the required IEP components are included and identify who will ensure the inclusion of exit criteria in the IEP)

Save Next Cancel Print

**\*Save the information on Section 1 before clicking “Next.”**

For a PEA to be approved by ADE to have an ED-P program, the PEA must provide the following information:

1. Point of Contact Information
  - Provide the contact information for the person who oversees the ED-P program.
  
2. Student Characteristics
  - Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program.

3. Continuum of Services
  - Describe how the program will fit in with your continuum of services.
4. Separation from Others
  - How will students in the program be separated from other students?
  - The program must be housed in a **separate building, separate school, or separate classroom** that inconspicuously and physically restricts access to/from the traditional school site.
  - Programs should have a maximum of 12 students with a **teacher** and a **full-time paraprofessional**, with a **third staff member available for crisis intervention and behavior management**.
5. Mental Health Component
  - How and by whom
6. Case Management:
  - How and by whom
7. Age Ranges
  - What ages are served in each classroom?
  - Programs should have no more than a **four-year age span per classroom** unless approved by ESS.
8. IEP Component
  - Describe the process you will use to ensure that the required IEP components are included and identify who will ensure the inclusion of exit criteria in the IEP.

[Return to Table of Contents](#)

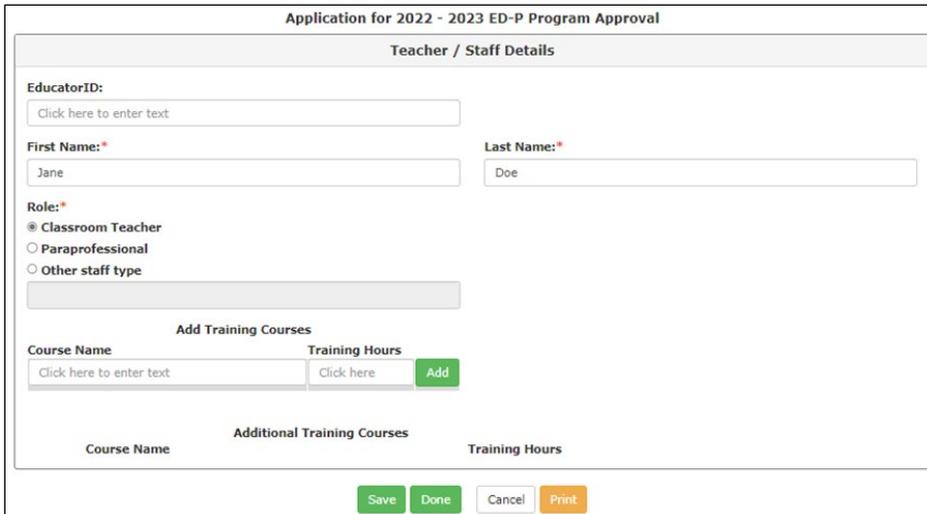
---

## Teacher and Staff List

- After completing Section 1, click “Next” to access the Teacher and Staff List.
- Click on “Add Teacher/Staff”



You must list all staff that will be working with students in the ED-P program. Please provide the following information for teachers/staff:

A screenshot of a web form titled "Application for 2022 - 2023 ED-P Program Approval" with a sub-section "Teacher / Staff Details". The form includes fields for "EducatorID:" (with a placeholder "Click here to enter text"), "First Name:" (with "Jane" entered), and "Last Name:" (with "Doe" entered). Under "Role:", there are radio buttons for "Classroom Teacher" (selected), "Paraprofessional", and "Other staff type". Below this is a section "Add Training Courses" with a table header "Course Name" and "Training Hours". The table has one row with a placeholder "Click here to enter text" for the course name and "Click here" for training hours, followed by a green "Add" button. At the bottom of the form are buttons for "Save", "Done", "Cancel", and "Print".

- Teacher/Staff first and last name
- Educator ID (must be provided for everyone except paraprofessionals)
  - The Educator ID is the 7-digit number tied to certifications and endorsements with the Arizona Department of Education. If you do not have this information it can be obtained through the [Online Arizona Certification Information System \(OACIS\)](#). This number allows ADE to determine if the teacher is eligible to provide services in an ED-P program.
    - **Teachers** must be ED certified, Mild-Moderate certified, Severe/Profound certified, or Cross-Categorical certified with 20 hours of additional professional development in teaching students with Emotional Disabilities (additional 20 hours only applies to Cross-Categorical certified personnel).
    - **Paraprofessionals** must have cardiopulmonary resuscitation (CPR) and first aid training in addition to at least ten (10) hours of intensive training in behavior strategies, non-aversive physical management.
    - ED-P programs must have a **third staff member** available for crisis intervention and behavior management.
- Function—select educator role
  - If “Other”, please specify.
- Upload licenses, certificates, etc. (if applicable)
- Click “Save” to add training courses and hours (if applicable)
- Click “Done” to save and return to the Teacher and Staff List.

[Return to Table of Contents](#)

---

## Site/School Details

- On the Teacher and Staff List, click “Next” to be directed to the Site List page.
- Click on “Add Site”

### Site List

[Add Site](#) ←

**Note: Please notify your district of any changes to your site within 10 days.**

The Department requires the following information about your program.

- Directory Information—School Name, Program Name (if applicable), Address, City, Zip Code
- Site Contact Person—Name, Phone, Email Address
- Classrooms Per Site—PEAs must provide **appropriately certificated special education teachers in each classroom** to implement the IEPs for students in the ED-P program. **The number of classrooms should be equal to or less than the number of certified teachers from the teacher/staff list.**
- Teachers and Staff—Select all teachers and staff to serve at this site.

### Application for 2024 - 2025 ED-P Program Approval

#### Site / School Details

<b>Site/School Name:*</b> <input type="text" value="Click here to enter text"/>	<b>Street Address:*</b> <input type="text" value="Click here to enter text"/>
<b>City:*</b> <input type="text" value="Click here to enter text"/>	<b>Zip Code:*</b> <input type="text" value="Click here to enter text"/>
<b>Site Contact Person:*</b> <input type="text" value="Click here to enter text"/>	<b>Site Contact Phone:*</b> <input type="text" value="Click here to enter text"/>
<b>Email Address:*</b> <input type="text" value="Click here to enter text"/>	<b>Program Name:</b> <input type="text" value="Click here to enter text"/>

**How many classrooms are facilitated at this location?\***

**Select all grades at this site (Check all that apply. Check at least one.)\***      **Select all teachers and staff to serve at this site\***

[Select All](#)   [Clear All](#)      Selected? ^ Teacher ID Educator ID Name

<input type="checkbox"/> Preschool	<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third
<input type="checkbox"/> Fourth	<input type="checkbox"/> Fifth	<input type="checkbox"/> Sixth
<input type="checkbox"/> Seventh	<input type="checkbox"/> Eighth	<input type="checkbox"/> Ninth
<input type="checkbox"/> Tenth	<input type="checkbox"/> Eleventh	<input type="checkbox"/> Twelfth
<input type="checkbox"/> K-8	<input type="checkbox"/> K-12	<input type="checkbox"/> 9-12

[Save](#)   [Done](#)   [Cancel](#)   [Print](#)

[Return to Table of Contents](#)

## Instructions for Renewing Your Application

Follow the steps under “Accessing the Application”

Users will want to validate that the information that carries over is still valid. Any information that is updated should be revised to ensure accuracy. Any incorrect information could invalidate approval.

The following sections should be validated by the end user before submission:

### Required Information

1. Point of Contact Information
  - Provide the contact information for the person who oversees the ED-P program.
2. Student Characteristics
  - Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program.
3. Continuum of Services
  - Describe how the program will fit in with your continuum of services.
4. Separation from Others
  - How will students in the program be separated from other students?
  - The program must be housed in a **separate building, separate school, or separate classroom** that inconspicuously and physically restricts access to/from the traditional school site.
  - Programs should have a maximum of 12 students with a **teacher** and a **full-time paraprofessional**, with a **third staff member available for crisis intervention and behavior management**.
5. Mental Health Component
  - How and by whom
6. Case Management:
  - How and by whom
7. Age Ranges
  - What ages are served in each classroom?
  - Programs should have no more than a **four-year age span per classroom** unless approved by ESS.
8. IEP Component
  - Describe the process you will use to ensure that the required IEP components are included and identify who will ensure the inclusion of exit criteria in the IEP.

### Teacher and Staff List

- Teacher
  - The application will automatically obtain data from the certification database. You will need the certificate holder’s Public Educator ID number. If you do not have this information, it can be obtained through the Online Arizona Certification Information System (OACIS).
  - 20 hours of additional professional development in teaching students with emotional disabilities (only applies to Cross-Categorical certified personnel)

- Paraprofessionals
  - Training in intensive behavior strategies, non-aversive physical management, and CPR/First Aid
- Third staff member available for crisis intervention and behavior management.

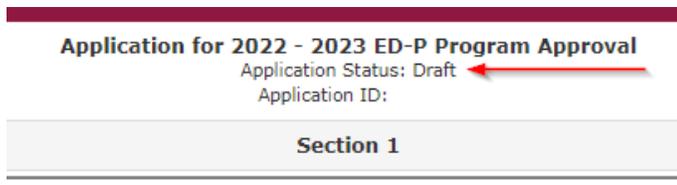
School Site

- School Name
- Program Name (Optional)
- Physical Address
- Contact Person
- Phone
- Email
- Number of classrooms
- Grade levels to be served

[Return to Table of Contents](#)

## Application Submission and Status

The application status is shown in Section 1 of the application.



Application Status	Description
Draft	The application is in the process of being completed.  If the application requires edits/additions after it is submitted, you will receive a notification email with the required revisions. The application will be sent back to "Draft" status.
Submitted	Once you have reviewed the application, you will click "Submit" on the Site List page of the application. You will receive an email notification stating that the application has been submitted.
Pending ADE Review	The application status will change from "Submitted" to "Pending ADE Review" when the Private Day & ED-P Specialist has begun the review process.
Pending Signatures	Once the application has been approved, you will receive an email notification stating that you need to sign the <a href="#">ED-P Statement of Assurance (SOA)</a> . The application status will change to "Pending Signature(s)." To sign the SOA, log back into the application and click "Next" until you land on the signature page.
Pending Final Approval	After signing the SOA, the application status will change to "Pending Final Approval." The Private Day & ED-P Specialist will provide final approval if everything is in order.
Approved	The application has been approved.
History	You may make edits to approved applications throughout the school year. When a new draft of an application is approved, the old draft will be saved in your applications portal and the status will change to "History."
Expired	When an unapproved application remains idle for 30 days, the application status will change to "Expired." You may reach out to the Private Day & ED-P Specialist to reset an expired application.

## Once the Application is Approved

- You will receive a notification stating your application has been approved with the approved site name(s) and grade levels.
- Your ED-P sites and details will be added to the [list of Approved ED-P Programs](#).
- ED-P programs located on a separate location with a separate address must have an Entity ID and CTDS number. Contact [the School Finance inbox](#) for more information.

[Return to Table of Contents](#)

---

## Additional Requirements

- ✓ **Submit Quarterly Renewals:** To complete the quarterly renewal, log in to the Special Education Program Approval Portal and within the home page; if you have changes in Point of Contact, staff, location, classrooms, or grades within the past quarter, please select “YES” to make the necessary changes to your application and re-submit. If you have no changes within the past quarter, select “NO” to confirm that your application information is current and accurately reflects your ED-P program.
- ✓ **Visits:** Annual site visits will be conducted by the Private Day & ED-P Specialist to verify [ED-P criteria requirements](#) are being met.

[Return to Table of Contents](#)

---

## Important Dates

Early May	Application Opens
June 15	Application Closes
July 1	Approved ED-P List Available
October 1, January 1, April 1	Quarterly Renewals Due

Note: All applications must be approved before the first day of services begins to receive ED-P funding. Students may continue to be reported as ED until the application is finalized. The PEA will receive data integrity errors if ED-P is reported before approval. Service start dates will not be backdated by ESS in the event the application is submitted after the first day of school.

[Return to Table of Contents](#)

---