



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

MEMORANDUM

TO: Directors of Exceptional Children Programs

FROM: Dr. Carol Ann M. Hudgens, Senior Director *CAH*
Ginger Cash, Section Chief, Program Improvement & Professional Development

DATE: May 31, 2023

NEW DIRECTORS' LEADERSHIP INSTITUTE 2023-25 COHORT

The New Directors' Leadership Institute (NDLI) provides opportunities to develop knowledge and skills to successfully fulfill responsibilities of an Exceptional Children's Director. The primary purpose for this two-year institute is to provide on-going professional learning opportunities for *new* Exceptional Children Directors in traditional Public School Units (PSUs). The upcoming training cycle will consist of up to 130 hours/13 CEUs of course content and independent assignments provided through a blended format of in-person and virtual sessions.

The Office of Exceptional Children (OEC) has made a commitment to provide training by individuals, both state and local, who are knowledgeable of the Exceptional Children Director position. Participants are expected to attend all sessions, and complete on-site and off-site assignments which will result in the provision of CEUs. Educators seeking licensure as an Exceptional Children Program Director in NC are encouraged to review the [licensure requirements](#) and explore this [non-degree Exceptional Children Program Administrator track at East Carolina University](#).

Exceptional Children Directors with less than two years of service in this position are invited to apply to participate in the NDLI. Applicants who are currently serving as Exceptional Children Directors will be accepted into the training first. Additional space availability will be open to district level leadership positions to support capacity building for future Exceptional Children Directors. A district with an Exceptional Children Director vacancy, that is anticipating hiring prior to September 2023, may complete an application for the position. The registration fee for the first year of participation is \$125. There will also be a small \$40 registration fee for the session held during Summer Institute, which will be paid to NC DPI during Summer Institute registration. All costs related to travel, lodging, and meal reimbursements for the face-to-face sessions are incurred by the LEA. The Calendar of Events will be provided upon acceptance.

Please complete the enclosed application and submit to the email address indicated by **June 30, 2023**. Applicants will receive a letter indicating acceptance into the Institute by July 12, 2023. If accepted, the letter will include registration and payment information. In anticipation of acceptance, please save September 6-8, 2023, on your schedule for the Orientation session. If you have questions about the application process, please contact the Regional Coordinator for your region.

CAH/GC/kb/na

C Regional Coordinators

Enclosures

OFFICE OF EXCEPTIONAL CHILDREN

Dr. Carol Ann M. Hudgens, Senior Director | CarolAnn.Hudgens@dpi.nc.gov
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**New Directors' Leadership Institute
APPLICATION FORM 2023-2025**

Name:	District/Agency:	
Address:		
City:	State:	Zip:
Work Phone:	Fax:	Cell Phone:
E-mail:		

CURRENT POSITION: (Please check one)

____ Exceptional Children Program Director ____ Other - Identify position: _____

BACKGROUND: _____ Degree(s) & Year Received _____

EDUCATION EXPERIENCE: (include number of years for each position listed):

POSITION	YEARS HELD

Explain why it is important to you to participate in this two-year Institute (include what you hope to learn, skills you hope to gain, etc.):

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Describe any accommodations or modifications that you will require for either face to face and/or virtual events. Please also list any dietary needs.

Face to Face Meetings	
Virtual Meetings	
Dietary Needs	

**New Directors' Leadership Institute
APPLICATION FORM 2023-2025**

Please read and sign below:

I, the undersigned, realize only a limited number of participants can be accepted for this training and attendance is required at all institute sessions. I agree to attend all institute sessions.

Applicant's Signature: _____ Date: _____

I, the undersigned, realize only a limited number of participants can be accepted for this training and attendance is required at all institute sessions. I agree _____ can be away from the district to attend all institute sessions. (Name of Applicant)

Superintendent or Designee's Signature: _____ Date: _____

**New Directors' Leadership Institute
APPLICATION FORM 2023-2025**

General Guidelines and Information:

- A copy of the completed registration information should be maintained by the applicant.
- For additional questions/information about the Institute, contact your Regional Coordinator.
 - Amy Betz (amy.betz@dpi.nc.gov) - RC, North Central & Sandhill
 - Cayce Favasuli (cayce.favasuli@dpi.nc.gov) - RC, Piedmont-Triad & Southwest
 - Traci Royal (traci.royal@dpi.nc.gov) - RC, Northwest and Western
 - Alysha Gray, (alysha.gray@dpi.nc.gov) - RC, Northeast & Southeast
- For additional questions/information about registration, contact cayce.favasuli@dpi.nc.gov or acanchol@uncc.edu.

Application Timeline:

- **Application Deadline: June 30, 2023**
- **Acceptance Notification: July 12, 2023**

Email Completed Applications to:

- Alicia Canchola - acanchol@uncc.edu, (704) 687-8826

Payment Information:

- After notification of acceptance, participants will submit the registration fee for Year 1 of \$125.
- There will also be a small registration fee for events held during Summer Institute to be paid to NCDPI during Summer Institute registration. Year 2 registration fee will be paid during registration in Spring of 2024.
- All payment details will be addressed within the acceptance notification letter.
- Payments are due by **August 4, 2023**