

CCAP Providers *must* complete Health, Safety and Child Development Trainings

The Illinois Department of Human Services (IDHS) partners with child care providers to serve low income families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, the Federal government is now requiring that providers who receive CCAP funds complete specific health, safety and child development trainings, have a current CPR/First Aid certification by **September 30, 2018** in order to continue receiving CCAP funds.

Child care providers receiving CCAP funds **MUST** be members of the Gateways Registry and track their training, Credentials and certifications in the Registry. Registry membership must be renewed every year.

To become a Registry member visit: <https://registry.ilgateways.com>

Who must complete the training?

► Licensed Centers and License-Exempt Centers

- » **Director(s)** – individual(s) who has primary responsibility for the daily operations management of the center
- » **Teacher(s)** – includes lead teachers, teachers, teacher assistants or teacher aides who are employed by a child care center for compensation on a regular basis
- » **Support Staff** – if an individual has responsibilities in a classroom, working directly with children, on a regular basis
- » **Student workers, part time employees, substitutes and migrant/seasonal/summer camp providers**

► Licensed Family Child Care Homes and Group Homes and License-Exempt Family Child Care Homes

- » The primary caregiver is required to complete all trainings. The primary caregiver is the person who signs the CCAP application asking to be an approved provider. This applies to both relative and non-relative providers.

What training is required?

► Required trainings:

- » Child Abuse and Neglect/Mandated Reporter Training
- » CPR/First Aid Certification
- » ECE Credential Level 1 Training (Tiers 1, 2, 3; 16 Modules)
- » What is CCAP? (for directors and primary caregivers defined above)

There are many ways you can meet the CCAP Health, Safety and Child Development training requirements.

Find the option that works best for you.

Option 1 Training Route

- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ ECE Credential Level 1 Training (Tiers 1, 2, 3; 16 Modules)
- ▶ What is CCAP? (for directors and primary caregivers defined above)

Option 2 School-Age Route

Providers who only care for school-aged children (ages 5-13), can choose to take the School-Age and Youth Development Credential Level 1 Training. They would complete the following:

- ▶ SAYD Credential Level 1 Training (Modules 1, 2a, 2b, 2c, 4a & 4b)
- ▶ CPR/First Aid Certification
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

For the purpose of CCAP, a school age child is a child ages 5-13 (or through the age of 18 if approved for CCAP due to a special need or court order) who is enrolled in school. A five year old child is considered school age only when enrolled in a school based kindergarten. This enrollment does not include a before/after school program.

Option 3 Higher Level Credential Route

Obtain one of the following Gateways Credentials to meet the ECE Level 1 Training Requirements

- ▶ ECE Credential Levels 3-6
- ▶ Infant Toddler Credential (ITC) Levels 3-5
- ▶ Illinois Director Credential (IDC) Credential Levels I-III
- ▶ Family Child Care Credential (FCC) Levels 2-5

Then complete the following:

- ▶ CPR/First Aid Certification
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Option 4 ECE or ITC Credential Level 2 Route

Obtain one of the following Gateways Credentials

- ▶ ECE Credential Level 2
- ▶ Infant Toddler Credential (ITC) Level 2

Then complete the following:

- ▶ ECE Credential Level 1 Tier 2 Training
- ▶ CPR/First Aid Certification
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Option 5 CDA Route

Obtain one of the following Child Development Associates (CDA) to meet the ECE Level 1 Tier 1 Training Requirements and self-report this certification into the Registry.

- ▶ Preschool CDA
- ▶ Infant Toddler CDA
- ▶ Family Child Care CDA

If you have a Preschool CDA then complete the following:

- ▶ Sudden Infant Death Syndrome (available only online through i-learning)
- ▶ A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- ▶ CPR/First Aid Certification
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ ECE Credential Level 1 (Tier 2 & Tier 3)
- ▶ What is CCAP? (for directors and primary caregivers defined above)

If you have an Infant Toddler CDA or Family Child Care CDA then complete the following:

- ▶ A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- ▶ CPR/First Aid Certification
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ ECE Credential Level 1 (Tier 2 & Tier 3)
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Find and Track CCAP Health, Safety and Child Development Trainings

To login to the My Registry portal, visit <https://registry.ilgateways.com>

Where do I find training?

► ECE Credential Level 1 Training

- » Online training – courses.inccrra.org
- » Local training – Search the Gateways training calendar at www.ilgateways.com or contact your local Child Care Resource & Referral Agency (1-877-202-4453)

► CPR/First Aid Certification

- » Contact your local CCR&R (1-877-202-4453) for training or a list of organizations that offer approved training. Only in person training accepted.

► Child Abuse and Neglect/Mandated Reporter Training

- » Offered online only at <https://mr.dcfstraining.org/>

► What is CCAP? Training

- » Online training – courses.inccrra.org
- » Local training – Search the Gateways training calendar at www.ilgateways.com or contact your local Child Care Resource & Referral Agency (1-877-202-4453)

► SAYD Credential Level 1 Training

- » Online training – courses.inccrra.org
- » Local training – Search the Gateways training calendar at www.ilgateways.com or contact your local Child Care Resource & Referral Agency (1-877-202-4453)

How is training tracked in the Registry?

► ECE Credential Level 1 Training – Tracked automatically in the Registry.

► CPR/First Aid Certification – This certification **must be entered as a certification** to the Registry.

- » Go to **MY REGISTRY > UPDATE** and click the “Credentials” tab.
- » Select “CPR” from the drop-down, click “Add”, and enter the required information.
- » Then, select “First Aid” from the drop-down, click “Add”, and enter the required information.
- » Click the “Save” button at the bottom of the screen. For more detail about how to enter CPR/First Aid visit <http://urls.inccrra.org/ccap-individual>.
- » **Keep your CPR/First Aid Certification in a file.** You must be able to produce a copy when requested by IDHS.

► Child Abuse and Neglect/Mandated Reporter – This training **must be self-reported** to the Registry.

- » Go to **MY REGISTRY > LEARN.**
- » Click the “Add New” button at the bottom of the listing
- » Enter *Mandated Reporter* as the training name, *DCFS* as the trainer name, **2** for the contact hours, and the Issued Date on your certificate of completed date.
- » Click the “Save” button. For more details about how to self-report Mandated Reporter visit <http://urls.inccrra.org/ccap-individual>.
- » **Keep your Child Abuse and Neglect/Mandated Reporter training certificate in a file.** You must be able to produce a copy when requested by IDHS.

How is training tracked in the Registry? (continued)

- ▶ **What is CCAP?** – Tracked automatically in the Registry.
- ▶ **Current Gateways Credentials (referenced in Option 2 & 3)** – Credentials are automatically tracked in the Registry.
- ▶ **SAYD (School-Age & Youth Development) Credential Level 1 Training** – Tracked automatically in the Registry.
- ▶ **CDA** – The Child Development Associates Credential **must be entered as a certification** to the Registry.
 - » Go to **MY REGISTRY > UPDATE** and click the “Credentials” tab.
 - » Select “Child Development Associate (CDA)” from the drop-down, click “Add”, and enter the required information.
 - » Click the “Save” button
 - » It is especially important that you indicate whether your CDA is the Infant/Toddler, Preschool, or Family Child Care. In the “Level” drop-down, be sure to select the correct option.
 - » **Keep your CDA Certification in a file.** You must be able to produce a copy when requested by IDHS.