

CCAP Providers *Must* Complete Health and Safety Orientation Trainings

The Illinois Department of Human Services (IDHS), through the Division of Early Childhood (DEC), partners with child care providers like you to serve families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, federal regulations require providers who receive CCAP payments to complete orientation and annual training based on specific health and safety topics.

Illinois is out of compliance with these federal regulations. To come into compliance, all License-exempt Non-relative child care providers (centers and homes) must complete trainings to continue to receive CCAP payments.

License-exempt Non-relative child care providers receiving CCAP payments MUST be members of the Gateways Registry and enter their training, Credentials, and certifications in the Registry. Registry membership is free and must be renewed every year.

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

Who must complete the training?

► 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 License-exempt child care center for compensation on a regular basis
- » **Support Staff** – individual(s) who has responsibility in a classroom, working directly with children, on a regular basis
- » **Student workers, part time employees, substitutes and migrant/seasonal/summer camp providers**

► License-exempt Non-relative Family Child Care Homes

(License-exempt Non-relative Family Child Care Homes includes friend and neighbor care)

- » 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 non-relative providers only.
- » If the primary caregiver has substitutes or assistants, they are also required to complete all trainings.

What training is required?

► Health and Safety Orientation Training Requirements

- » Become a Gateways to Opportunity Registry member and renew membership every year.
 - To become a Registry member visit: <https://registry.ilgateways.com>.
- » Complete Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification by an approved training entity
- » Complete Department of Children & Family Services (DCFS) Recognizing and Reporting Child Abuse and Neglect Mandated Reporter training
- » Complete Child Development, Health, and Safety Basics course or obtain ECE Credential Level 1 Training, -Tier 1
- » Enter your completed trainings in the Gateways Registry and print and keep a copy of your certificates and First Aid/CPR card.

TO CONTINUE RECEIVING CCAP PAYMENTS, TRAININGS MUST BE COMPLETED BY September 30, 2022

Current License-exempt Non-relative Providers: License-exempt Non-relative home providers, their assistants/substitutes and license-exempt center providers (including directors, teachers, aides and staff with access to children) caring for children prior to July 1, 2022 must complete orientation trainings by September 30, 2022, to receive payment for new, or continue to be paid for current, families after their next redetermination.

New License-exempt Non-relative Providers (approved July 1, 2022 and later): License-exempt Non-relative home providers and license-exempt center providers who are new to CCAP after July 1, 2022, must complete all orientation trainings and enter them onto their Gateways to Opportunities Registry within 90 days of approval for a CCAP family to continue to receive payment for any CCAP cases.

Providers who do not complete the Health and Safety Orientation Training Requirements within the time frame and are removed from CCAP can be approved once all required training is completed and entered into Gateways.

Have you already taken training? Don't start over, check the last page to see other trainings, like the ECE Credential Level 1 Training, that meet the requirements.

Find and Track CCAP Health and Safety Orientation Trainings

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

Where do I find training?

► Child Development, Health, and Safety Basics Training

- » Online training – Available in English and Spanish at courses.inccrra.org
- » Local training – Search the Gateways training calendar at www.ilgateways.com or contact your local Child Care Resource & Referral (CCR&R) Agency (877-202-4453)
- » SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit <https://seihcilin.org/resources/trainings/child-care/>

► ECE Credential Level 1 Training, -Tier 1

- » Online training – Available in English and Spanish at courses.inccrra.org
- » Local training – Search the Gateways training calendar at www.ilgateways.com or contact your local Child Care Resource & Referral (CCR&R) Agency (877-202-4453)
- » SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit <https://seihcilin.org/resources/trainings/child-care/>

► Child Abuse and Neglect/Mandated Reporter Training

- » Offered online at <https://mr.dcfstraining.org/>
- » Contact your local CCR&R (877-202-4453) for available training options
- » SEIU METC Training Center – available in person and via zoom (866-933-7348) or visit <https://seihcilin.org/resources/trainings/child-care/>

► CPR/First Aid Certifications

- » Contact your local CCR&R (877-202-4453) for training or a list of organizations that offer approved training and available training offerings.
- » SEIU METC Training Center – available in person and hybrid via zoom/in person (866-933-7348) or visit <https://seihcilin.org/resources/trainings/child-care/>

How is training tracked in the Registry?

► **Child Development, Health, and Safety Basics Training** – Tracked automatically in the Registry

► **ECE Credential Level 1 Training, -Tier 1** - Tracked automatically in the Registry.

► **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 **Recognizing Child Abuse and Neglect Mandated Reporter** as the training name, **DCFS** as under the trainer name, **2** for the contact hours, and the Issued Date on your certificate of completion.
- » Click the “Save” button. For more details about how to self-report Mandated Reporter visit <https://inccrra.zendesk.com/hc/en-us/articles/115003611006>.
- » **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.

► **CPR/First Aid Certifications** – These certifications **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 <https://inccrra.zendesk.com/hc/en-us/articles/115003123043>.
- » **Keep your CPR/First Aid Certifications in a file.** You must be able to produce a copy when requested by IDHS.

There are many ways you can meet the CCAP health and safety training requirements.

Find the **one** option that works best for you.

Option 1 Training Route

- ▶ Become a Gateways Registry member and renew your membership every year
- ▶ Child Development, Health, and Safety Basics Training
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certifications
- ▶ Enter your completed trainings in the Gateways Registry

Option 2 ECE Level 1 Training Route

- ▶ Become a Gateways Registry member and renew your membership every year
- ▶ ECE Credential Level 1 Training - Tier 1 (Modules 1-2c)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certifications
- ▶ Enter your completed trainings in the Gateways Registry

This option provides a CCAP add-on rate for License-Exempt Family Child Care Home Providers.

Option 3 Gateways Credential Route

- ▶ Become a Gateways Registry member and renew your membership every year

Any one of the following Gateways Credentials meet the CCAP Health and Safety Training requirement.

- ▶ ECE Credential Levels 1-6
- ▶ Infant Toddler Credential (ITC) Levels 2-5
- ▶ Illinois Director Credential (IDC) Credential Levels I-III
- ▶ Family Child Care Credential (FCC) Levels 2-5
- ▶ School-Age and Youth Development Credential (SAYD) Levels 1-5

Also complete the following:

- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certifications
- ▶ Enter your completed trainings in the Gateways Registry

Option 4 CDA Route

- ▶ Become a Gateways Registry member and renew your membership every year

Any one of the following Child Development Associates (CDA) meets the CCAP Health and Safety Training requirement and must be self-reported into the Registry.

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

If you have a Preschool CDA also 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)
- Child Abuse and Neglect/Mandated Reporter Training
- CPR/First Aid Certifications

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

- A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- Child Abuse and Neglect/Mandated Reporter Training
- CPR/First Aid Certifications
- ▶ Enter your completed trainings in the Gateways Registry



1226 Towanda Plaza | Bloomington, Illinois 61701 | (866) 697-8278 | www.ilgateways.com

Gateways to Opportunity is administered through INCCRRA and funded by the Illinois Department of Human Services' Division of Early Childhood and the McCormick Foundation. Gateways to Opportunity, the arch logo and Illinois Professional Development System are registered trademarks of INCCRRA.