



100 South Grand Avenue, East • Springfield, Illinois 62762
401 South Clinton Street • Chicago, Illinois 60607

Health and Safety Training Checklist License-exempt Non-relative Homes

If you provide care for children in your home and receive payment from the Child Care Assistance Program (CCAP), the Illinois Department of Human Services requires you to complete Health and Safety Trainings.

Follow these steps to help you complete the process from start to finish.

Step 1: Enroll in Gateways Registry

The registry tracks trainings for all Early Childhood Providers in Illinois. You will need to provide an email address in order to enroll in Gateways Registry. You will be asked to add your 15-digit Child Care Management System (CCMS) Provider ID. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A) or your Child Care Certificate/Certificate Report (Form IL444-3492). For additional detail and help with #3 below, visit this webpage: <https://tinyurl.com/le-homes-emp>.

1. Request an Online User Account (<https://registry.ilgateways.com/request-an-online-user-account>)
2. Receive confirmation email within 48 hours
3. Click link in confirmation email; follow and complete steps to complete the Gateways Registry Membership application
 - a. In Step2 – Employment, select “Yes” under paid to care for children
 - b. Click Search for Employer
 - c. Enter your name in Organization Name and hit Search – if not found, click “Add a new place of employment”
 - d. Enter your name as the Work Site Name, and your address as the Work Site address
 - e. Under setting, select “Home-based”
 - f. Select “No” under licensed by DCFS
 - g. Enter your CCMS Provider ID
 - h. Select “25 – Family, Friend, or Neighbor Caregiver) as the Position Code, and enter the rest of the required information.
4. Save Registry ID Number

Spanish speaking providers can call INCCRRA at 866.697.8278 to walk through online registration.



Illinois Department of Human Services

JB Pritzker, Governor

Grace B. Hou, Secretary

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Step 2: Register and Complete Required Training

Trainings are available in a variety of ways. Please see your options below with information on how to register.

One-time training required by June 30, 2021	Format	How to Access
CPR/First Aid Certification	This training is available in a variety of ways, including through your local CCR&R or through other instructor led courses.	Contact your CCR&R or the SEIU METC Training Center To contact the SEIU Member Education and Training Center: Call 1-866-933-7348 or visit https://seihcilin.org/resources/trainings/
Child Abuse and Neglect/Mandated Reporter Training	This training is available online.	http://mr.dcfstraining.org

Sample yearly training	Format	How to Access
All license exempt non-relative home providers must complete at least six (6) hours of Child Development, Health & Safety training by December 31, 2021 and once per year each year after 2021. Some examples of training that will count toward this requirement include: <ul style="list-style-type: none"> Basics: Child Development, Health, and Safety Basics (4 hours) Welcoming Each and Every Child (3 hours) Building Positive Social Skills (1 hour) SIDS (1 hour) Shaken Baby Syndrome (1 hour) 	Training is available statewide in a variety of ways, including through your local CCR&R, online through the Illinois Gateways i-Learning system, or through instructor led courses.	Contact your CCR&R for a list of trainings in your area. Access the Illinois Gateways i-Learning system at https://courses.inccrra.org . To contact the SEIU Member Education and Training Center: Call 1-866-933-7348 or visit https://seihcilin.org/resources/trainings/



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Training opportunities are available and offered statewide by a variety of delivery methods, including local CCR&R agencies, on-line through the Illinois Gateways i-Learning system ([Illinois Gateways i-Learning system](#)) or through instructor led courses and through the SEIU METC Training Center.

Step 3: Self-Report Mandated Reporter and CPR/First Aid

For CPR/First Aid

- Go to <http://registry.ilgateways.com>
- Log into your Gateways Registry record using the username and password you set up in step 1
- Go to MY REGISTRY, choose UPDATE and click the Credentials and Certifications tab
- Select “CPR” from the drop-down, click “Add”, and enter the required information
- 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 DCFS Mandated Reporter

- Go to <http://registry.ilgateways.com>
- Log into your Gateways Registry record using from the username and password you set up in step 1
- Go to MY REGISTRY, and choose LEARN
- Click on the Self-Reported Trainings tab and then click “Add New”.
- Enter the required information and then click the “Save” button to see your training appear in the listing.

Step 4: Print Documents

- Go to www.ilgateways.com
 - Click the Registry Member Login
 - Click My Registry Portal-Click Plan section
 - Click the Reports tab-Click Get Report to download your Completion of IDHS CCAP Training Requirements Report Print Report
- Make copies of CPR/First Aid Card
- Mandated Reporter Training Completion Certificate

Step 5: Keep Documents on File

- Keep copies of your current training documents in your files for five (5) years.