

# Health and Safety Training Checklist: Licensed Child Care Homes

If you are a licensed family child care home and receive payment from the Child Care Assistance Program (CCAP), the Illinois Department of Human Services (IDHS) requires you to complete Health and Safety Trainings.

Follow these steps to help you complete the process from start to finish. You can visit any IAFC walk-in location during walk-in hours for further assistance.

## 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.

- Obtain a Gateways Registry Member ID ([registry.ilgateways.com](http://registry.ilgateways.com))
  - Receive confirmation email within 48 hours
  - Click link in confirmation email-follow and complete steps to complete registration
  - Save Registry ID Number
- \* Spanish speaking providers can call INCCRRA at 866.697.8278 to walk through online registration

## Step 2: Include Provider License Number in Gateways

Add your Provider License AND 15-digit Child Care Management System (CCMS) Provider ID. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A), your Child Care Certificate/Certificate Report (Form IL444-3492), Child Care Certificate Report for centers (Form IL444-3492A) and the Monthly Enrollment Report for Site Administered Providers.

- Log onto your Gateways Registry
- Click Update on My Registry and select the Employment tab
- Select "Yes" under paid to care for children
- Click Search for Employer
- Enter your name in Organization Name and hit Search
- Click New Org when no results appear
- Enter your information and select "Home-based" under Setting
- Select Yes under licensed by DCFS
- Enter your License number, CCMS Provider ID and corresponding information

## Step 3: Register and Complete Required Training

Trainings are available in a variety of ways. Please see your options below with information on how to register. Visit any IAFC Walk-in location during walk-in hours for further assistance.

Register for the next cohort program to complete all required trainings in person, call 773.564.8804 or register online at <https://www.actforchildren.org/events>.

### CPR/First Aid Certification

In-Person

► 773.564.8804

### Child Abuse and Neglect/Mandated Reporter Training

Online

► <http://mr.dcfstraining.org>

Computer Lab

Register for a slot in an IAFC Computer Lab to independently complete trainings  
► <http://bit.ly/2jaau33> (IAFC)

<b>What is CCAP?</b>	Online	▶ <a href="https://courses.inccra.org">https://courses.inccra.org</a>
	In-Person	▶ 773.564.8804 ▶ <a href="https://www.actforchildren.org/events">https://www.actforchildren.org/events</a>
	Computer Lab	Register for a slot in an IAFC Computer Lab to independently complete trainings ▶ <a href="http://bit.ly/2jaau33">http://bit.ly/2jaau33</a> (IAFC)
<b>Health and Safety</b>	Online	▶ <a href="https://courses.inccra.org">https://courses.inccra.org</a>
Option 1 Basics: Child Development, Health, and Safety Basics (4 hours in-person/3 hours on-line)	In-Person	▶ 773.564.8804 ▶ <a href="https://www.actforchildren.org/events">https://www.actforchildren.org/events</a>
Option 2 Tier One: ECE Credential Level 1 Training – Tier 1 (Modules 1-2c)		
Option 3 Providers with only school-aged children ages 5-13: SAYD Credential Level 1 Training (Modules 4a & 4b)		▶ <a href="http://www.ilgateways.com/professional-development/ccap-providers">http://www.ilgateways.com/professional-development/ccap-providers</a>
Option 4 Gateways Credential Route	Information	<a href="http://www.ilgateways.com/professional-development/ccap-providers">http://www.ilgateways.com/professional-development/ccap-providers</a>
Option 5 Child Development Associates (CDA) Route	Information	<a href="http://www.ilgateways.com/professional-development/ccap-providers">http://www.ilgateways.com/professional-development/ccap-providers</a>

## Step 4: Self-Report Mandated Reporter and CPR/First Aid

### **CPR/First Aid**

- Go to <http://registry.ilgateways.com>
- Log into your Gateways Registry record using your Gateways ID from 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.

### **DCFS Mandated Reporter**

- Go to <http://registry.ilgateways.com>
- Log into your Gateways Registry record using your Gateways ID from 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 5: Print Documents

- Go to [www.ilgateways.com](http://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 6: Keep Documents on file

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