Attention School-Age Only Programs and Providers!

If you work in a program or provide care to school-age children only, you now have **TWO** options to meet the new IDHS Child Care Assistance Program (CCAP) 2017-2018 training requirements:

OPTION 1:

School-age only providers can choose to complete the previously communicated 2017-2018 IDHS CCAP training requirements so that they may qualify for a rate add-on if they are not already receiving an add-on through the Child Care Assistance Program.

OPTION 2:

If you only serve children ages 6-13, you may complete School-Age and Youth Development (SAYD) Level 1 training modules 4a and 4b by 9/30/17 and modules 1, 2a, 2b, and 2c for School-Age and Youth Development training by 9/30/18.

Please Note:

The SAYD Credential Level 1 training is a highly interactive experience. A wide variety of learning activities are used in the online course. Providers choosing to complete the SAYD Credential Level 1 online training should already be familiar with the Gateways i-learning System and must be comfortable using a computer. While the training is accessible via the internet browser on a mobile device, we recommend a larger screened device be used to improve the learning experience.

If you are inexperienced with either computers or online learning, we recommend choosing the ECE Credential Level 1 (Option 1 above) online training by visiting **courses.inccrra.org** or contacting your local Child Care Resource & Referral Agency for information about in-person training available in your area **www.inccrra.org/about/sdasearch**.

Provider Add-On

Completion of ECE Credential Level 1 may qualify a provider for a rate add-on only if you are not already receiving an add-on through the Child Care Assistance Program. Taking only 4a and 4b SAYD modules will not result in the attainment of a credential nor qualify you for a rate add-on.

Providers are encouraged to complete all required training as promptly as you can!

Have You Completed Your Trainings?

You must report CPR/First Aid and Mandated Reporter to the Registry! Completion isn't recorded unless you report it .

Reporting CPR and First Aid to the Registry

Current CPR and First Aid Certification should be reported to the Registry. You can report these certifications in the UPDATE section of your Registry.

To report these certifications, log into the Registry Dashboard, 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. 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.

Self-Report DCFS Mandated Reporter to the Registry

This training is available online only through DCFS. Once you complete it, you must self-report it in the Registry.

To self-report trainings log into the Registry Dashboard, 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.

For more detail about how to enter CPR/First Aid and Mandated Reporter visit our help desk at **https://inccrra.zendesk.com**.

Once your trainings have been reported to the Registry, print the Gateways Provider Completion of IDHS CCAP Training Requirements Report.

Once you complete your trainings and report to the Registry, send the 3 documents listed below to IDHS via:

EMAIL: dhs.ccap-trainingdocs@illinois.gov **OR**

MAIL: IDHS Child Care – Training • 100 South Grand East, 2nd Floor • Springfield, IL 62762
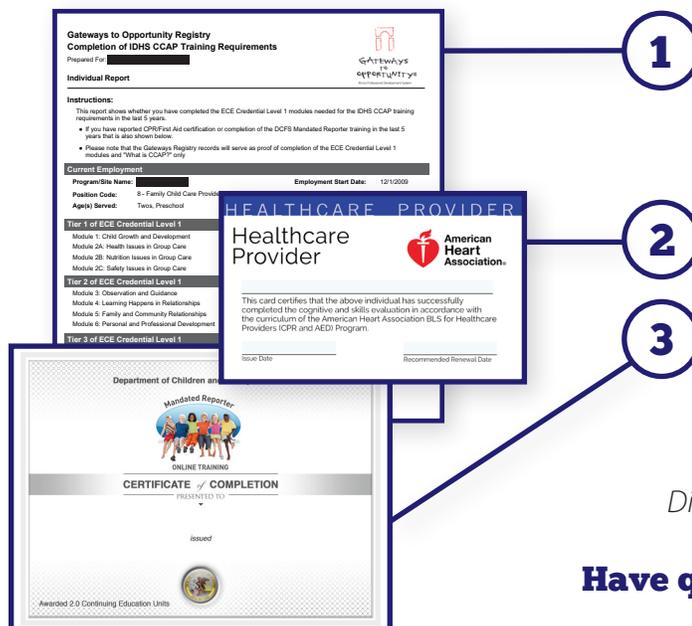
1 Gateways Provider Completion of IDHS CCAP Training Requirements Report (printed from your Registry Member Dashboard)

2 CPR/First Aid Training Certification

3 DCFS Mandated Reporter Training Certification

Disregard if you do not work in a program serving CCAP children.

Have questions, concerns or comments?
Email us at dhs.ccap-reauth@illinois.gov