

CCAP Providers *Must* Complete Child Development, Health, and Safety Trainings

The Illinois Department of Human Services (IDHS) partners with child care providers to serve income eligible 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 payments complete specific child development, health, and safety trainings and have current CPR/First Aid certifications to receive CCAP payments.

Child care providers receiving CCAP payments **MUST** be members of the Gateways Registry and track 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?

► 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** – 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**

► Licensed Family Child Care Homes, Group Homes and License-Exempt Family Child Care Homes (License-Exempt Family Child Care Homes includes family, 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 both relative and non-relative providers. License-Exempt relative providers caring for school-age **only** children are exempt from the requirements.

What training is required?

► Required trainings:

- » Child Development, Health, and Safety Basics Training
- » Child Abuse and Neglect/Mandated Reporter Training
- » CPR/First Aid Certifications
- » What is CCAP? (for directors and primary caregivers defined above)

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

There are many ways you can meet the CCAP child development, health, and safety training requirements. **Find the one option that works best for you.**

Option 1 Training Route

- ▶ Child Development, Health, and Safety Basics Training
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certifications
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Option 2 ECE Level 1 Training Route

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

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

Option 3 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 4a & 4b)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certifications
- ▶ 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. License-Exempt, Relative, Family Child Care Homes caring for school-age only children are exempt from the requirements.

Option 4 Gateways Credential Route

Any one of the following Gateways Credentials meets the Child Development, Health, and Safety Basics 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

Also complete the following:

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

Option 5 CDA Route

Any one of the following Child Development Associates (CDA) meets the Child Development, Health, and Safety Basics 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
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

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
- ▶ 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?

► 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 Agency (1-877-202-4453)

► Child Abuse and Neglect/Mandated Reporter Training

- » Offered online at <https://mr.dcfstraining.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 Certifications

- » 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.

► 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)

► 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)

► 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?

► Child Development, Health, and Safety Basics Training – 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 *Mandated Reporter* as the training name, *DCFS* as 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 <http://urls.inccrra.org/mandated-reporter>.
- » **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 <http://urls.inccrra.org/report-cpr>.
- » **Keep your CPR/First Aid Certifications in a file.** You must be able to produce a copy when requested by IDHS.

► What is CCAP? – Tracked automatically in the Registry.

How is training tracked in the Registry? (continued)

- ▶ **ECE Credential Level 1 Training** – Tracked automatically in the Registry.
- ▶ **Current Gateways Credentials (referenced in Option 2 & 4)** – 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.