

# 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.

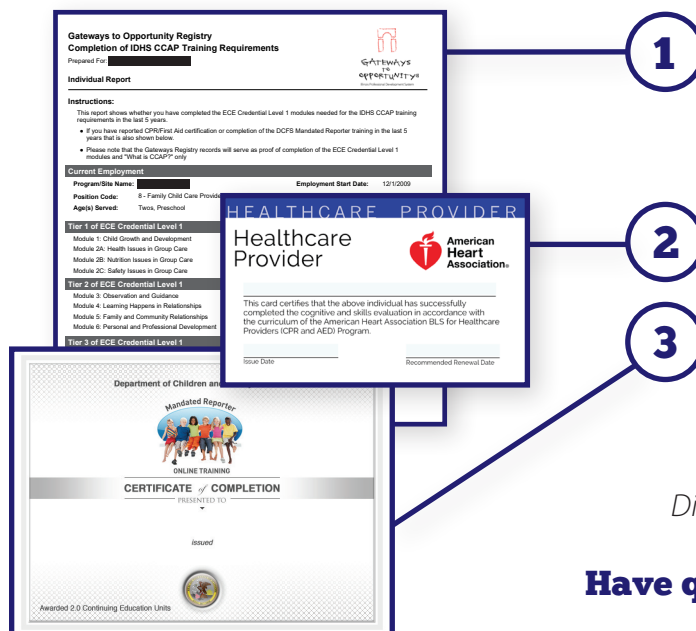
For more detail about how to enter CPR/First Aid and Mandated Reporter visit our help desk at <https://inccra.zendesk.com>.

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](mailto: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](mailto:dhs.ccap-reauth@illinois.gov)

