



## IMPORTANT ANNOUNCEMENT

### CCAP Center Providers Must Complete Training

The Illinois Department of Human Services (IDHS) partners with child care providers to serve low income families through the Child Care Assistance Program (CCAP). To help ensure the health and safety of children, the Federal government is now requiring that providers complete specific health, safety and child development training, have current CPR/First Aid certification, and complete annual training hours.

#### **Who is required to complete training?**

In Illinois, **all** current licensed and license-exempt centers participating in CCAP will have minimum training requirements. In order for a current provider to continue receiving CCAP payments, trainings listed on the back page must be completed by the specified dates.

#### **Who benefits from this training?**

Trainings will give providers important and up-to-date information about the best health, safety and child development practices to be used in a child care setting. All children in a child care setting can benefit from a safer and healthier environment, and parents can feel more confident about their child's care.

#### **Where can providers get the training?**

The chart on the back of this sheet details where centers can access their trainings, who must complete the trainings and when the trainings must be completed. Much of the required training is available online. CPR/First Aid training and re-certification must be completed face-to-face and be provided by an approved training organization. Providers can contact their local Child Care Resource and Referral (CCR&R) Agency for more information.

#### **How is training completion tracked?**

All centers participating in the Child Care Assistance Program must register with the Gateways to Opportunity Registry. This allows required training to be tracked. Go to <https://registry.ilgateways.com/> to become a member.

#### **What if caregivers have already completed some or all of the training?**

Training on specific health, safety and child development topics has already been available in Illinois. You have achieved the ECE Credential Level 1 if you completed all of the trainings on the back side of the page and completion is documented in the Gateways Registry. If you have taken some of the modules on the back side of this notice in the last five years, you will be given credit for those modules and you do not have to take them again as long as all are documented in the Gateways Registry. It's important that all training is completed by the specified dates on the back side of this page.

Several Gateways Credentials align with the required training. If you hold one of the following Credentials, and it is current, you have met the requirements of the ECE Credential Level 1 training: ECE Credential Level 3-6; Infant Toddler Credential Level 3-5; IDC Levels I-III; and FCC Credential Levels 2-5. This list and additional resources can be found at [www.ilgateways.com](http://www.ilgateways.com). Remember, training completion and credential attainment must be recorded in the Gateways Registry in order to get credit.

## IDHS Child Care Assistance Program Training Requirements

**Note:** *Licensed child care providers MUST be members of the Gateways Registry to track training completion. Providers should register at: <https://registry.ilgateways.com/>.*

<b>Licensed and License-Exempt Child Care Centers</b>	
<b>Who must complete training?</b> <ul style="list-style-type: none"> <li>• Director(s): Individuals who has primary responsibility for the daily operations management of the center</li> <li>• Teacher(s): Includes lead teachers, teachers, teacher assistants or teacher aides who are employed by a child care provider for compensation on a regular basis</li> <li>• To continue receiving CCAP payments, all center directors and teachers must complete the following modules by <b>September 30, 2017</b>.</li> </ul>	
Must complete	Where to find the Training
Directors and teachers at child care centers serving children of all ages: 1) The following modules of the Illinois ECE Credential Level 1 Tier 1 – <ul style="list-style-type: none"> <li>a) 1, Child Growth and Development</li> <li>b) 2A, Health Issues in Group Care</li> <li>c) 2B, Nutrition Issues in Group Care</li> <li>d) 2C, Safety Issues in Group Care</li> </ul>	Online training is available through Gateways Registry at <a href="https://registry.ilgateways.com">https://registry.ilgateways.com</a> or contact local CCR&R for face-to-face training.
2) CPR/First Aid Certification	Contact your local CCR&R for training or a list of organizations that offer approved training.
3) Child Abuse and Neglect/Mandated Reporter Training (For Licensed Centers, this is monitored by IDCFS.)	Visit: <a href="https://mr.dcfstraining.org/">https://mr.dcfstraining.org/</a>
4) What is CCAP? – Directors Only	Online training is available through Gateways Registry or contact local CCR&R for face-to-face training.

<ul style="list-style-type: none"> <li>• To continue receiving CCAP payments, all center directors and teachers must complete the following modules by <b>September 30, 2018</b>.</li> </ul>	
Must complete	Where to find the Training
5) The following modules of the Illinois ECE Credential Level 1: Tiers 2 and 3- <p style="text-align: center;"><u>Tier 2</u></p> <ul style="list-style-type: none"> <li>e) 3, Observation and Guidance</li> <li>f) 4, Learning Happens in Relationships</li> <li>g) 5, Family and Community Relationships</li> <li>h) 6, Personal and Professional Development</li> </ul> <p style="text-align: center;"><u>Tier 3</u></p> <ul style="list-style-type: none"> <li>i) 7A, Child Growth &amp; Development (Birth-8 months)</li> <li>j) 7B, Child Growth &amp; Development (8-18 months)</li> <li>k) 7C, Child Growth and Development (18-36 months)</li> <li>l) 8A, Preschool Child, Social &amp; Emotional Development</li> <li>m) 8B, Preschool Child, Physical Development</li> <li>n) 8C, Preschool Child, Language Development</li> <li>o) 8D, Preschool Child, Cognitive Development</li> <li>p) 9, School Age Development</li> </ul>	Online training is available in English only, through Gateways Registry at <a href="https://registry.ilgateways.com">https://registry.ilgateways.com</a> or contact local CCR&R for face-to-face training in English & Spanish.

**Questions and Comments should be directed to [dhs.ccap-reauth@illinois.gov](mailto:dhs.ccap-reauth@illinois.gov).**