BECOMING A LICENSED FAMILY CHILD CARE PROVIDER

CCCRS Child Care Resource Service ILLINOIS

1 Call DCFS to request a Daycare Home Licensing Pre-Application Packet.

DCFS Licensing Office
Champaign, Iroquois, or Vermilion counties: 217-278-5500
Douglas county: 217-348-7661
Macon or Piatt counties: 217-875-6750

2 Review the pre-application information.

To proceed, return the application request form to the DCFS office that serves your area to receive the complete application packet. **SOME** of the documentation that will be required when applying are:

- Proof of High School Diploma, GED, or Higher Education (only one needed)
- Illinois Gateways Registry membership
- Proof of Completion of required pre-service training (at least 15 hours)
- A medical examination, including TB, DPT, and MMR
- Proof of Radon Testing (you will need to purchase Radon Kit)
- Proof of water testing **https://leadcareillinois.org/test-kit-registration**

*For more information, go to **https://sunshine.dcfs.illinois.gov/***

3 Become a member of Gateways to Opportunity® Illinois Professional Development System

Membership is FREE. You will need a valid email address. Here's how to join:

STEP 1:
To apply, **go to: https://registry.ilgateways.com/** Click on "Get Started". This takes you to "User Account Request" page.

STEP 2:
Complete the information on the User Account Request page. Keep your username and password handy. You will use the same username and password to register for the trainings.

STEP 3:
Once you've completed the form, **click "Submit User Request"**. Requests submitted between 10:00 am and 4:00 pm Monday through Friday are typically approved within 5-10 minutes.

STEP 4:
You will receive an email stating that you are approved. Then go to https://registry.ilgateways.com. The menu is at the top of the page in the gold "bar". **Click on "Dashboard Login"**. It will take you to the application. Complete the application.

STEP 5:
Submit the application, stay on the page until the application is successfully submitted. You will then receive your Registry Number on this screen. Be sure to save it!

4 Complete 15 hours of Pre-Service Training

These trainings are required:

- **Day Care Home Licensing Orientation Course** (3 hours) free https://hdl.dcfstraining.org/isp.index.isp.
- **A Preventable Tragedy: Shaken Baby Syndrome** (1 hour) free http://courses.inccrra.org. (Click on "DCFS Licensing Required Training" box.)
- **Sudden Infant Death and the Child Care Profession** (1 hour training) free http://courses.inccrra.org. (Click on "DCFS Licensing Required Training" box.)
- **Mandated Reporter Training Course** (2 hours) free https://mr.dcfstraining.org/UserAuth/Login!loginPage.action
- **Food Handler Certification** - Must be approved by ANSI and the State of Illinois small fee (Google "ANSI Food Handler Training" for possible options).
- **Infant Child CPR/First Aid Certification** Below is a partial list of CPR/First Aid Trainers fee (Call the trainer to register).

TRAINER	CONTACT INFO	COUNTIES SERVED
Jerry Beckley	217-304-2165 (call or text) Jbemtp99@gmail.com	Vermilion
Andrea Lawson	217-264-0009 alawsonp33@gmail.com	All Counties
Jessica McMahon	217-898-8846	All Counties
Doug and Cindie Olsen, CPR Lifesavers	217-649-4389	All Counties
John (J.T.) Thomas	217-819-1348 john722@gmail.com	Champaign
Jennipher K. Wilson, Vital Education & Supply	877-558-7377 217-359-0101	Central Illinois
American Heart Association	Go to website for classes near you at www.heart.org	
American Red Cross	Go to website for classes near you at www.redcross.org/take-a-class	

5 Return Application to the appropriate DCFS office.

Submit your **completed**, **signed**, and **dated** application packet to the DCFS office that serves your area. be sure to include ALL required forms and documentation. After the application is accepted by DCFS as complete and correct, and background check results have been received, the home visit will be scheduled.