

# BECOMING A LICENSED FAMILY CHILD CARE PROVIDER



## 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

- Then, return the application request form to your local DCFS office to receive complete application packet.

### Some Required Documentation:

- Proof of high school diploma, GED, or Higher Education coursework (only one is needed)
- Proof of completion of required pre-service training (at least 15 hours)
- Medical Examination, including TB, DPT, and MMR
- Lead Testing of Water  
<https://sunshine.dcfs.illinois.gov/Content/Licensing/LeadTesting.aspx>
- Radon Testing <https://iemaohs.illinois.gov/nrs/radon.html>
- For detailed information go to:  
<https://sunshine.dcfs.illinois.gov/Content/Licensing/BecomeLicensed.aspx>  
“An Overview of Licensing Process.”

## 3. Become a member of GATEWAYS TO OPPORTUNITY® Illinois Professional Development System

Membership is FREE. You need a valid email address. How to join:

1. Go to [registry.ilgateways.com](https://registry.ilgateways.com)
2. Click **Join Now** at the bottom of the page
3. Fill out the **User Account Request**
4. Select **Submit User Request**
5. Within 1-2 days an email with instructions will be sent on how to complete the application
6. Once completed, **“Submit”** the application, wait to see **“Congratulations”**
7. Your Registry Number will appear on this screen

Or you can print and mail the application



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## 4. Complete 15 hours of Pre-Service Training

- Day Care Home Licensing Orientation Training-3 hours  
<https://hdl.dcfstraining.org/jsp/index.jsp;jsessionid=2A679FD30EB80DAB6BD1EED7EA0DB4A1>
- Mandated Reporter Training- 2 hours  
<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=23B8DF47033E8D56D745CD1F18DEB720>
- Food Handler Certification- Must be approved by ANSI and the state of Illinois (small fee)  
<https://anabpd.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=237%2C238&statusID=4>
- These trainings are found on the i-learning website:  
<https://i-learningwesbite@courses.inccrra.org/course/index.php?categoryid=24>
  - Sudden Infant Death Syndrome (SIDS/SUID/AAP Safe Sleep)- 1 hour
  - A Preventable Tragedy: Shaken Baby Syndrome (SBS/ Traumatic Brain Injury)-1 hour
  - Trauma-Informed Practice for Child Care Providers- 1 hour
  - Lead in Water: Protecting Illinois Children- 1 hour
- Infant Child CPR/First Aid-Below is a partial listing of trainers to call.
  - Contact CCRS for possible financial assistance for CPR/First Aid training cost.

TRAINER	CONTACT INFO	COUNTIES SERVED
Jerry Beckley	217-304-2165(call or text) Jbempt99@gmail.com	Vermilion
Andrea Lawson	217-264-0009 alawsonp33@gmail.com	All Counties
Jessica McMahon	217-898-8846	All Counties
Doug and Cindie Olson 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 <a href="http://www.heart.org">www.heart.org</a>	
American Red Cross	Go to website for classes near you <a href="http://www.redcross.org/take-a-class">www.redcross.org/take-a-class</a>	

## 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.

