Bruce Rauner, Governor • James T. Dimas, Secretary

IMPORTANT ANNOUNCEMENT
CHILD CARE ASSISTANCE PROGRAM
REQUIRED HEALTH, SAFETY AND CHILD DEVELOPMENT TRAINING ENHANCEMENTS
Notice Issue Date: March 30, 2018

The deadline for completion of all required Health, Safety and Child Development training under the Child Care Assistance Program is September 30, 2018. That date is final and coming very soon!

Enhancements have been made to provide you with additional training options to assist you in the completion of training requirements:

1) **A new training called *Child Development, Health and Safety Basics* has been developed that can be taken instead of the ECE Credential Level 1, Tier 1, 2 and 3 training**. If you have completed the ECE Credential Level 1, Tier 1, 2 and 3 training plus *Child Abuse and Neglect/Mandated* reporter training, *CPR/First Aid Certification* and *What is CCAP?* (For directors and primary caregivers), you do not need to complete this new training. *Child Development, Health and Safety Basics* just serves as a new training option for providers who have not completed training. It takes fewer hours for completion, and in addition to the *Child Abuse and Neglect/Mandated Reporter* Training; *CPR/First Aid Certification*; *What is CCAP?* (for Directors and primary caregivers) trainings, meets the federal training requirement. The *Child Development, Health and Safety Basics training* will be available through your Child Care Resource & Referral (CCR&R) agency and online April, 2018 – September, 2018.
2) **If you have taken ECE Credential Level 1 Training – Tier 1 (Modules 1, 2A, 2B and 2C), *Child Abuse and Neglect/Mandated Reporter* Training; *CPR/First Aid Certification*; *What is CCAP?* (for Directors and primary caregivers)** – you will also be credited for completing required training as long as you have all completions entered in the Gateways Registry.
3) **If you are a relative provider and watch only school age (ages 5 – 13) children related to you**, you are exempt from the training requirement.
4) **Through the CCR&R, the Department will assist you by paying for the *CPR/First Aid* training, BUT YOU MUST** complete the training and record the certification in the Gateways Registry.

Here's what you need to do to ensure you meet the training requirement:

5) **First Step - Register in the Gateways to Opportunity Registry and ensure all training you have completed is recorded in the Registry**
    a. For assistance with the Registry please contact your Child Care Resource and Referral agency at 1-877-202-4453.
    b. Please be sure to include your 15-digit Child Care Management System (CCMS) Provider ID when you register. That can be found on the CCAP Approval Notice (Form IL444-3455A) and Child Care Certificate (Form IL444-3492). We recommend you complete your registration step by April 9, 2018.
6) **Second Step – Reach out to your CCR&R to sign up for/ensure you complete required training and it is recorded in the Registry.**

REMEMBER – Required training must be completed and recorded in the Registry by 9/30/2018!!! The sooner the better! Providers who have not completed all required training will no longer be qualified to participate in CCAP.

If you have completed the required training, CONGRATULATIONS!

For assistance with any part of the training such as how to register or where to find the training, please contact your Child Care Resource and Referral agency at 1-877-202-4453. If you have any questions regarding this notice, please feel free to email them to dhs.ccap-reauth@illinois.gov.