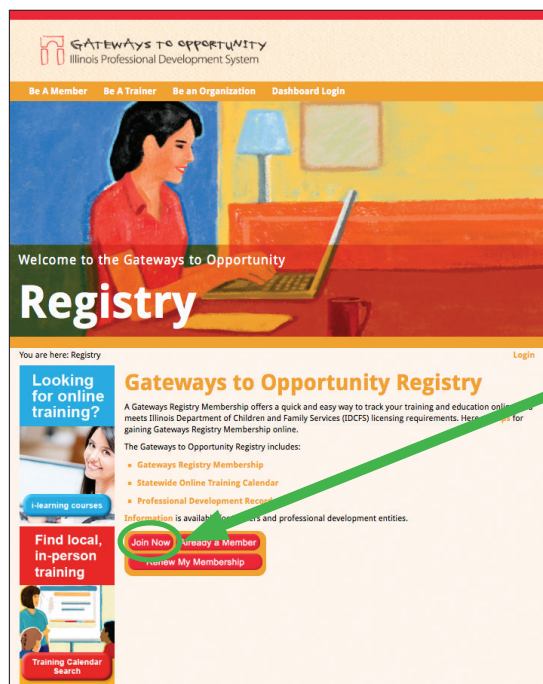


# Illinois Child Care Provider Health and Safety Trainings Registration Process

## Step 1—Obtain a Gateways Registry ID Number

- All providers and staff **MUST** be members of the Gateways Registry to register for ALL trainings, both in-person and online. Gateways Registry is also how your training will be tracked. **Click here** or visit <https://registry.ilgateways.com/> to request User Account by selecting **“Join Now.”**
- Immediately after creating your user account you will receive your Gateways Registry ID Number via email. Once you receive your Gateways Registry ID Number you can begin registering for training.



Join  
Now

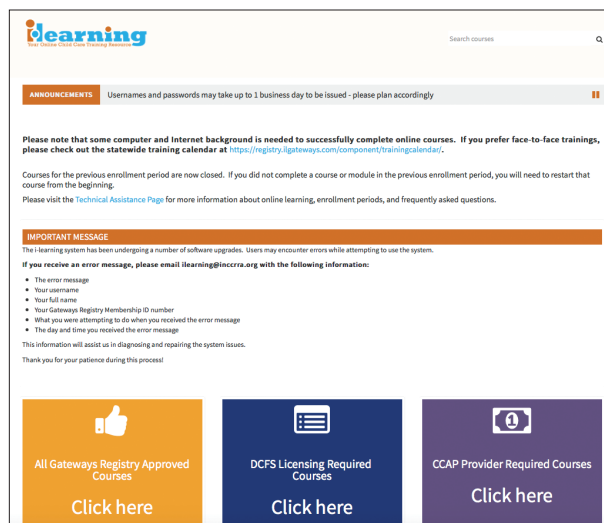
## • Online trainings:

To register for *Illinois ECE Credential Level 1* (English only) and *“What is CCAP?”* (English and Spanish) select **i-learning courses** from the registry page.



i-learning  
courses

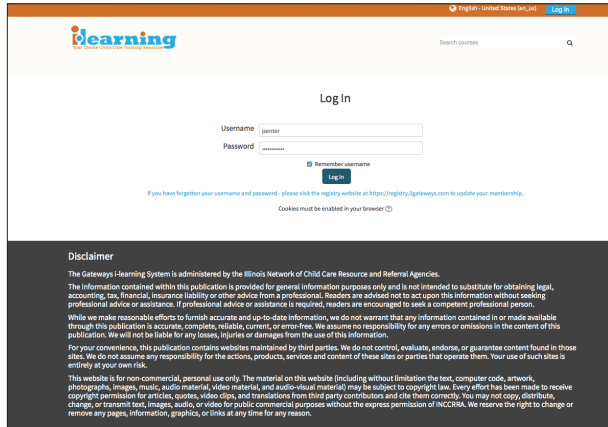
## Select CCAP Provider Required Courses.



## Step 2—Register for Training

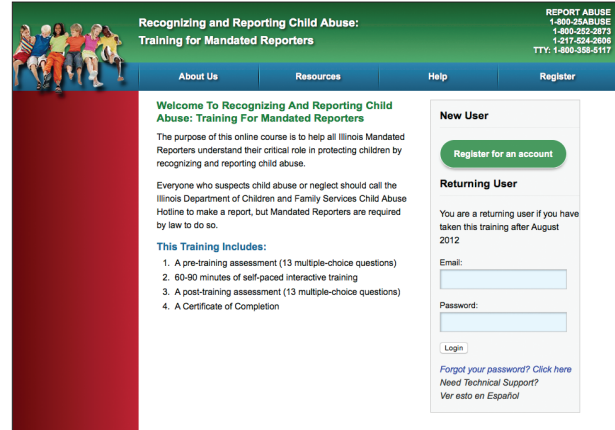
- **In Person Training:**
  1. Use the attached list to select the training(s) of your choice.
  2. Call the community partner listed.
  3. Be sure to provide your Gateways Registry ID Number when you register.

Log into the ilearning site using the same username and password you created when setting up your Gateways Registry account.



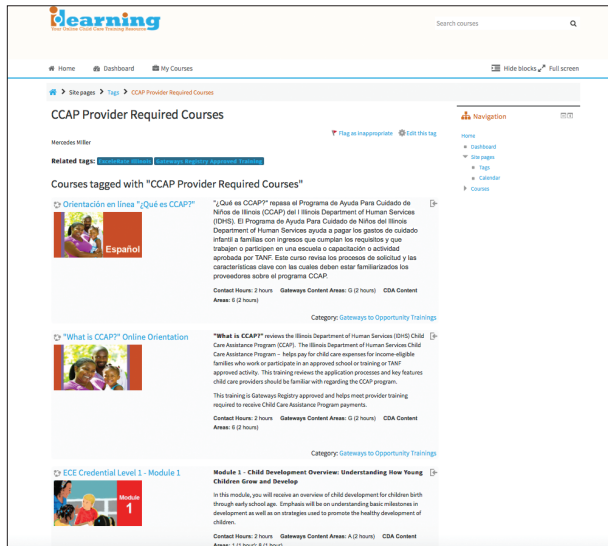
The screenshot shows the ilearning login page. At the top, there is a search bar for courses. Below it, the 'Log In' section contains fields for 'Username' and 'Password', with a 'Remember username' checkbox and a 'Log In' button. A message below the login fields states: 'If you have forgotten your username and password- please visit the registry website at https://registry.gateways.com to update your membership.' At the bottom, there is a 'Disclaimer' section with legal text regarding the use of the website and the information provided.

To register for Child Abuse and Neglect/Mandated Reporter Training **click here** or visit <https://mr.dcfstraining.org/>. You DO NOT need to use your Gateways Registry Number to register for this training.



The screenshot shows the 'Recognizing and Reporting Child Abuse: Training for Mandated Reporters' page. The header includes contact information for 'REPORT ABUSE' (1-800-25ABUSE, 1-800-555-5873, 1-217-524-2606, TTY: 1-800-336-8117) and navigation links for 'About Us', 'Resources', 'Help', and 'Register'. The main content area has a 'Welcome To Recognizing And Reporting Child Abuse: Training For Mandated Reporters' section, followed by a description of the course's purpose and a list of 'This Training Includes' (1. A pre-training assessment, 2. 60-90 minutes of self-paced interactive training, 3. A post-training assessment, 4. A Certificate of Completion). On the right, there are sections for 'New User' (with a 'Register for an account' button) and 'Returning User' (with fields for 'Email' and 'Password' and a 'Login' button).

Select the course(s) you would like to register for and complete the registration process online.



The screenshot shows the ilearning course selection page. It features a search bar at the top and a navigation menu on the left. The main content area displays 'CCAP Provider Required Courses' with a list of courses. Each course entry includes a title, a brief description, and a 'Content Hours' field. The courses listed are 'Orientación en línea "¿Qué es CCAP?"', 'What is CCAP? Online Orientation', and 'ECE Credential Level 1 - Module 1'. The page also includes a 'Navigation' sidebar with links to 'Home', 'Dashboard', 'My Courses', 'Tag', and 'Calendar'.

## Need to self-report trainings?

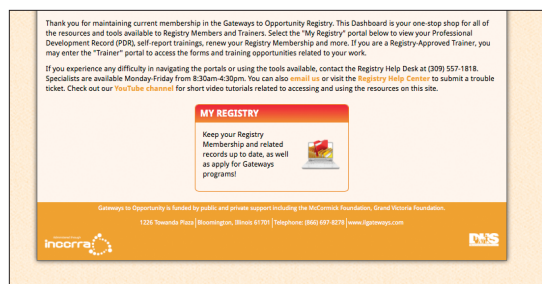
### Self-reporting trainings is easy:

Go to <http://registry.ilgateways.com> and log into your Gateways Registry record.



### Self-reporting trainings is easy:

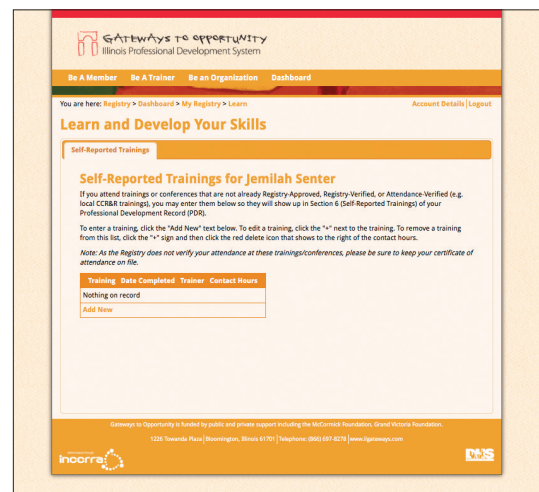
Once you are logged in, click on the My Registry link.



You'll see 5 choices on the screen. Choose the Learn link to access the self-reporting feature.



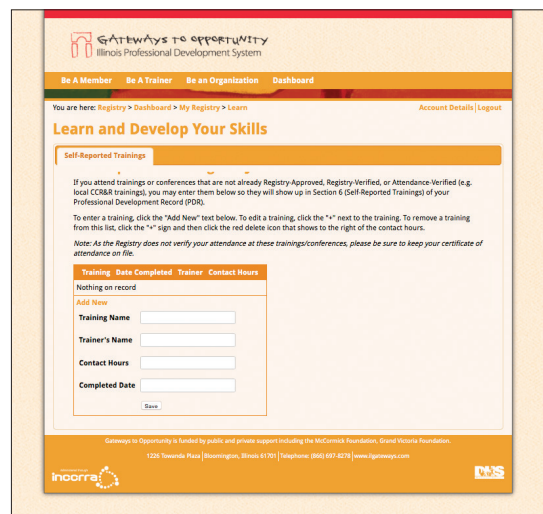
On this screen, you will see a table with a link titled Add New. Click on the Add New link to add your training.



You will need to enter:

- Training Name
- Trainer's Name
- Contact Hours
- Training Date – Completed Date
- Click Save

On this screen, you have successfully saved your training.



**Gateways to Opportunity**  
Illinois Professional Development System

Be A Member | Be A Trainer | Be an Organization | Dashboard

You are here: Registry > Dashboard > My Registry > Learn | Account Details | Logout

### Learn and Develop Your Skills

#### Self-Reported Trainings

If you attend trainings or conferences that are not already Registry-Approved, Registry-Verified, or Attendance-Verified (e.g. local CCR&R trainings), you may enter them below so they will show up in Section 6 (Self-Reported Trainings) of your Professional Development Record (PDR).

To enter a training, click the "Add New" text below. To edit a training, click the "+" next to the training. To remove a training from this list, click the "-" sign and then click the red delete icon that shows to the right of the contact hours.

*Note: As the Registry does not verify your attendance at these trainings/conferences, please be sure to keep your certificate of attendance on file.*

| Training          | Date Completed | Trainer | Contact Hours |
|-------------------|----------------|---------|---------------|
| Nothing on record |                |         |               |

Add New

Training Name:

Trainer's Name:

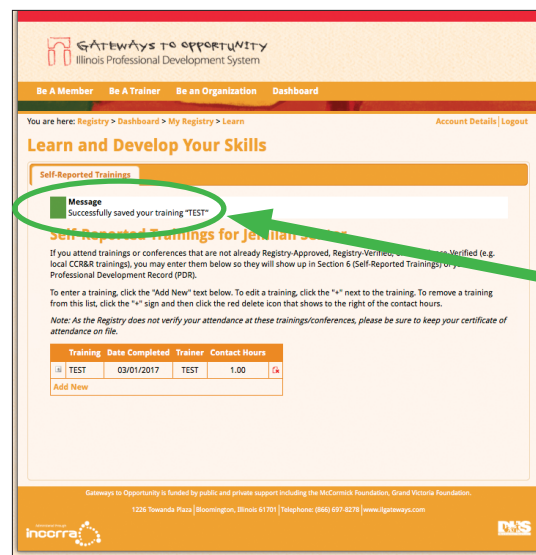
Contact Hours:

Completed Date:

Save

Gateways to Opportunity is funded by public and private support including the McCormick Foundation, Grand Victoria Foundation.  
1226 Towanda Plaza | Bloomington, Illinois 61701 | Telephone: (846) 697-8278 | www.igateway.com

Incorra | WOS



**Gateways to Opportunity**  
Illinois Professional Development System

Be A Member | Be A Trainer | Be an Organization | Dashboard

You are here: Registry > Dashboard > My Registry > Learn | Account Details | Logout

### Learn and Develop Your Skills

#### Self-Reported Trainings

**Message**  
Successfully saved your training "TEST"

#### Self-Reported Trainings for Jennifer Smith

If you attend trainings or conferences that are not already Registry-Approved, Registry-Verified, or Attendance-Verified (e.g. local CCR&R trainings), you may enter them below so they will show up in Section 6 (Self-Reported Trainings) of your Professional Development Record (PDR).

To enter a training, click the "Add New" text below. To edit a training, click the "+" next to the training. To remove a training from this list, click the "-" sign and then click the red delete icon that shows to the right of the contact hours.

*Note: As the Registry does not verify your attendance at these trainings/conferences, please be sure to keep your certificate of attendance on file.*

| Training | Date Completed | Trainer | Contact Hours |
|----------|----------------|---------|---------------|
| TEST     | 03/01/2017     | TEST    | 1.00          |

Add New

Gateways to Opportunity is funded by public and private support including the McCormick Foundation, Grand Victoria Foundation.  
1226 Towanda Plaza | Bloomington, Illinois 61701 | Telephone: (846) 697-8278 | www.igateway.com

Incorra | WOS

Saved  
training