CCAP Required Health and Safety Trainings

AUGUST 2018
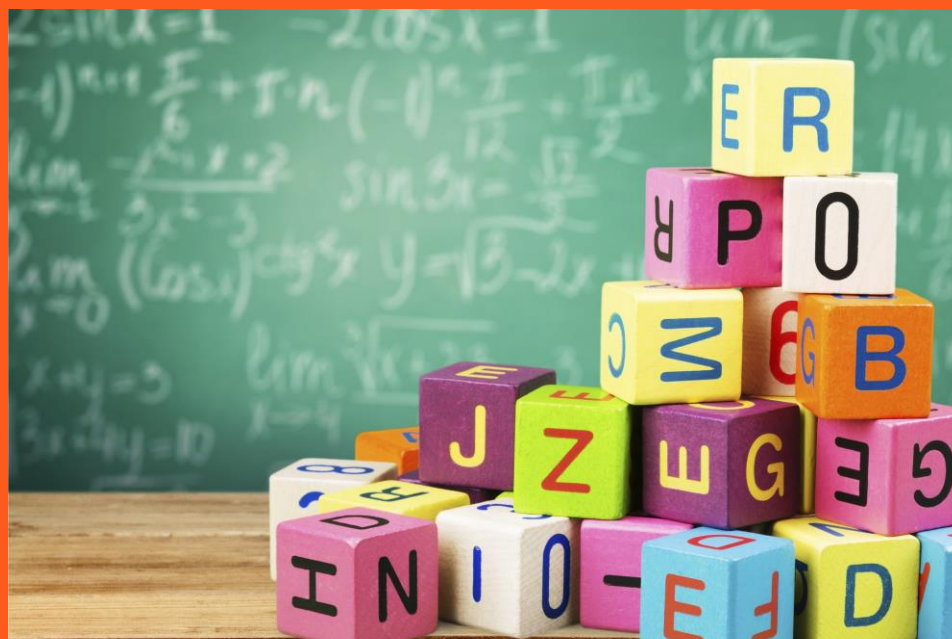
REQUIRED
HEALTH
& SAFETY
TRAININGS

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Health, Safety, and Child Development Training Requirements for All CCAP Providers

The Illinois Department of Human Services (IDHS) partners with child care providers to serve families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, the Federal government is now requiring that providers who receive CCAP funds complete specific health, safety and child development trainings, and have a current CPR/First Aid certification by **September 30, 2018**.

To learn more, visit http://www.ilgateways.com/professional-development/ccap-providers

Who is Required to Complete Training?

All child care providers participating in the Child Care Assistance Program (CCAP), will have minimum training requirements.

For more information: http://www.ywcanwil.org/wp-content/uploads/2018/04/CCAP-Training-Enhancements-Notice.pdf

What Training is Required?

- IDCFS Mandated Reporter Training online training
- CPR/First Aid Certification
- Child Development, Health, and Safety Basics Training
- What is CCAP?

There are many ways you can meet the CCAP health, safety, and child development training requirement.

In-Person Trainings are listed within the enclosed calendar.

Online Trainings are available at the following websites:

IDCFS Mandated Reporter Training: https://mr.dcfstraining.org/

Gateways iLearning Website: https://courses.inccrra.org/

Training Resources and Tips

Providers are required to join the Gateways Registry

Visit: http://www.ywcanwil.org/wp-content/uploads/2017/05/Join-the-Registry.pdf

How to Print your Completion of IDHS CCAP Training Requirements Report

Visit: http://www.ywcanwil.org/wp-content/uploads/2018/02/2-8-17-DHS-CCAP-Training-Req-Report-English.pdf

IDHS CCAP Training Requirements FAQ - http://www.dhs.state.il.us/page.aspx?item=87061

Have More Questions?

Please contact the YWCA at (815) 484-9448

Training Descriptions

Child Development, Health, and Safety Basics – This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

CPR & First Aid Certification – This course is certified through the American Heart Association. It is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

ECE Credential Level 1 – Module 2b: Nutrition Issues for Group Care – Whether you are responsible for providing a quick snack or a well-balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practical discussions that will make science and good nutrition easy to understand.

ECE Credential Level 1 – Module 2c: Safety Issues for Group Care – A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

IDCFS Mandated Reporter Training – The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

Online Health & Safety Trainings – The purpose of these scheduled computer hours is for providers to come to the YWCA and use the computer lab to complete the required health and safety trainings online through Gateways iLearning website as well as the IDCFS Mandated Reporter Training website. These computer hours are staff assisted, meaning YWCA Staff Members will be present to assist in helping you to complete the trainings when needed. Certificates will be printed upon completion of each training.

What is CCAP? – Join this informative session to become more familiar with the procedures, including the application process, provider qualifications, the payment process, and parent co-payments. The Child Care Assistance Program funded by the Illinois Department of Human Services.

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**Please make sure to bring your Gateways Registry login information
(*username & password*) to all online trainings.**

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Calendar of Training Events

Date	Training Title	Time & Address	Audience, CDA Area, Fee	Registration Info & Deadline
Wednesday 08/01/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 7/27
Thursday 08/02/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 7/30
Saturday 08/04/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Andrea Angileri**	8:00 AM to 12:00 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/01
Sábado 08/04/2018	Elementos Basicos de Desarrollo Infantil, Salud, y Seguridad **Entrenamiento en linea** **Presentador: Jennie Johnson Sic**	8:00 AM to 12:00 PM **YWCA**	**All Providers** CDA: 1, 8 GRATIS	Utilice el formulario de registración o haga clic aquí para el registro en línea Register By: 08/01
Saturday 08/04/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Kristian Wanland**	8:00 AM to 12:00 PM **Stephenson Co Farm Bureau** 210 W Spring St #3 Freeport, IL 61032	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/01
Saturday 08/04/2018	CPR & First Aid Certification **In Person** **Presenter: Lamarr Wooden**	8:45 AM to 2:00 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/01
Saturday 08/04/2018	What is CCAP? **In Person** **Presenter: Flora S. & CCR&R Staff**	12:30 PM to 2:30 PM **YWCA**	**All Providers** CDA: 1 FREE	Use registration form Or Click here for online registration Register By: 08/01
Saturday 08/04/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	2:30 PM to 3:30 PM **YWCA**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/01

Date	Training Title	Time & Address	Audience, CDA Area, Fee	Registration Info & Deadline
Monday 08/06/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/03
Tuesday 08/07/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Heather Gordon**	8:30 AM to 12:30 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/02
Tuesday 08/07/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/03
Thursday 08/09/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	6:00 PM to 9:00 PM **YWCA**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/03
Thursday 08/09/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/06
Thursday 08/09/2018	ECE Credential Level 1 – Module 2b: *Nutrition Issues for Group Care* **In Person** **Presenter: Heather Gordon**	6:00 PM to 9:00 PM **YWCA**	**All Providers** CDA: FREE	Use registration form Or Click here for online registration Register By: 08/06
Saturday 08/11/2018	CPR & First Aid Certification **In Person** **Presenter: Debb Webb**	8:45 AM to 2:00 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/08
Saturday 08/11/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Cheryl Bulat**	8:00 AM to 12:00 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/08
Saturday 08/11/2018	What is CCAP? **In Person** **Presenter: Toni H. & CCR&R Staff**	12:30 PM to 2:30 PM **YWCA**	**All Providers** CDA: 6 FREE	Use registration form Or Click here for online registration Register By: 08/08

Date	Training Title	Time & Address	Audience, CDA Area, Fee	Registration Info & Deadline
Saturday 08/11/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	2:30 PM to 3:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/08
Monday 08/13/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/10
Tuesday 08/14/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/10
Tuesday 08/14/2018	What is CCAP? **In Person** **Presenter: Brenda R. & Tina H.**	6:00 PM to 8:00 PM **YWCA**	**All Providers** CDA: 6 FREE	Use registration form Or Click here for online registration Register By: 08/10
Tuesday 08/14/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	8:00 PM to 9:00 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/10
Wednesday 08/15/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/13
Thursday 08/16/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/13
Thursday 08/16/2018	ECE Credential Level 1 – Module 2c: *Safety Issues for Group Care* **In Person** **Presenter: Heather Gordon**	6:00 PM to 9:00 PM **YWCA**	**All Providers** CDA: FREE	Use registration form Or Click here for online registration Register By: 08/13
Saturday 08/18/2018	CPR & First Aid Certification **In Person** **Presenter: Lamarr Wooden**	8:45 AM to 2:00 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/15

Date	Training Title	Time & Address	Audience, CDA Area, Fee	Registration Info & Deadline
Saturday 08/18/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Heather Gordon**	8:00 AM to 12:00 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/15
Saturday 08/18/2018	What is CCAP? **In Person** **Presenter: Kathryn M. & Kelly M.**	12:30 PM to 2:30 PM **YWCA**	**All Providers** CDA: 6 FREE	Use registration form Or Click here for online registration Register By: 08/15
Saturday 08/18/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	2:30 PM to 3:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/15
Monday 08/20/2019	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/16
Tuesday & Thursday 08/21 & 8/23/2018 ***Must attend both dates to earn credit.**	Child Development, Health, and Safety Basics – (*2 day series*) **In Person** **Presenter: Kristian Wanland**	6:00 PM to 8:30 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/16
Wednesday 08/22/2018	Child Development, Health, and Safety Basics **In Person** **Presenter: Heather Gordon**	8:30 AM to 12:30 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/20
Wednesday 08/22/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/20
Wednesday 08/22/2018	What is CCAP? **In Person** **Presenter: Kathryn M. & Cydney O.**	6:00 PM to 8:00 PM **YWCA**	**All Providers** CDA: 6 FREE	Use registration form Or Click here for online registration Register By: 08/20
Wednesday 08/22/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	8:00 PM to 9:00 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/20

Date	Training Title	Time & Address	Audience, CDA Area, Fee	Registration Info & Deadline
Thursday 08/23/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/20
Saturday 08/25/2018	Child Development, Health, and Safety Basics **In Person** **Presenter:**	8:00 AM to 12:00 PM **YWCA**	**All Providers** CDA: 1, 8 FREE	Use registration form Or Click here for online registration Register By: 08/22
Saturday 08/25/2018	CPR & First Aid Certification **In Person** **Presenter: Debb Webb / Lamarr Wooden**	8:45 AM to 2:00 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/22
Saturday 08/25/2018	What is CCAP? **In Person** **Presenter: Kathryn M. & Kelly M.**	12:30 PM to 2:30 PM **YWCA**	**All Providers** CDA: 6 FREE	Use registration form Or Click here for online registration Register By: 08/22
Saturday 08/25/2018	IDCFS Mandated Reporter Training – ONLINE **Online** **CCR&R Staff**	2:30 PM to 3:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/22
Monday 08/27/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/24
Tuesday 08/28/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/24
Wednesday 08/29/2018	Online Health & Safety Trainings **Online** **CCR&R Staff**	9:30 AM to 12:30 PM **YWCA Computer Lab**	**All Providers** FREE	Use registration form Or Click here for online registration Register By: 08/27
Thursday 08/30/2018	CPR & First Aid Certification **In Person** **Presenter: Heather Prunty**	8:45 AM to 1:30 PM **YWCA**	**All Providers** CDA: 1 Contact CCR&R	Call to Register – (815) 484-9448 Register By: 08/27

Training Policies and Procedures

The following training policies and procedures apply to all YWCA Northwestern Illinois Child Care Solutions sponsored workshops and conferences.

Registration

The training calendar indicates how to register for a workshop/series.

Preregistration is required for all trainings.

Participants are registered on a first come, first served basis.

Registration forms for YWCA Northwestern Illinois Child Care Solutions sponsored trainings can be found in the quarterly training calendar and/or online at www.ywcanwil.org. Registration forms for all YWCA Northwestern Illinois Child Care Solutions sponsored trainings are accepted via mail or office walk-in only. Faxed registrations are accepted for non-fee trainings only.

Payment must accompany the registration form for any training that has a fee. The registration request will not be processed if the fee is not included with the registration form.

Typically, class size is limited. When class maximum has been met, registration will be closed.

Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration.

In order to prepare training materials and due to space limitations, we will not accommodate walk-ins. The training facilitator will adhere to the class roster. Any participant that is not on the class roster will not be allowed admittance into the training. If you were not registered and you attend a class, you will not receive a training certificate.

Training Participation

Late arrivals—a fifteen (15) minute Grace Period will be given at all training sessions. This grace period begins at the advertised start time. Participants will not be allowed in the training after the 15-minute grace period.

Early departures—to receive a training certificate, participants must stay until the trainer is finished.

At the discretion of the trainer—if an attendee is considered to be disruptive in behavior, he/she may be asked to leave the training and will not receive a certificate or refund (if there was a fee).

Adult learners' only-Children are not to be in attendance at training sessions.

Cancellation

If YWCA Child Care Solutions cancels a workshop/series due to low enrollment all participants that registered will be contacted by phone no later than two days prior to the session and a refund will be processed. At the time of the phone call, he/ she will be notified if a rescheduling of the session is planned and the opportunity to register or decline will be given.

If unforeseen circumstances occur, including but not limited to inclement weather, presenter cancellation/illness, or power outage, registrants will be notified as soon as possible. Every effort will be made to contact each provider via phone call.

Participant Cancellation

A participant may cancel a class for which they are registered up to 7 business days prior to the scheduled date to receive a refund.

If it is 6 business days or less before the class is to be held, no refunds will be given nor will substitutions be made.

Certificates

A certificate of attendance will be distributed at the end of each workshop/or conclusion of a series.

To receive a training certificate, participants must stay until the trainer is finished.

Replacement certificates must be issued at the request of an individual participant. A processing fee of $5.00 will be charged and the certificate will be held until payment is made.

Certificates are only to be released to the individual who participated at the training.

DTP Training Transcripts

DTP transcripts may be issued at the request of an individual participant. To ensure confidentiality, transcripts are to be released to the individual. No fee is attached to this service. This is not to be considered an official transcript.

No Show Registrants

Pre-registration fees are non-refundable for no-show registrants.

Registrants are not to be charged or billed fees for non-attendance after training has occurred.

No show registrants are not to be denied access to future training as long as they follow other training policies and procedures.