

# CCAP Required Health and Safety Trainings

November & December 2018



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[www.ywcanwil.org](http://www.ywcanwil.org)



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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.

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](#).

\*Please note, license-exempt providers who **only** care for **relative school-age** children are NOT required to complete these trainings.

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/>

- Child Development, Health, and Safety Basics
- What Is CCAP? Online Orientation
- SAYD Module 4a (*School Age providers only*)
- SAYD Module 4b (*School Age providers only*)

## 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**

**To register, click on the date of the training and complete the registration form. You will receive an email confirmation immediately.**

## **Child Development, Health, & Safety Basics Trainings**

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.

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
<b>NOVEMBER</b>		
<u><b>Wednesday, 11/7</b></u>	<b>YWCA – Rockford, IL</b>	<b>5:30 PM – 9:30 PM</b>
<u><b>Saturday, 11/10</b></u>	<b>YWCA – Rockford, IL</b>	<b>8:00 AM – 12:00 PM</b>
<u><b>Saturday, 11/17</b></u>	<b>YWCA - Rockford, IL</b>	<b>8:00 AM – 12:00 PM</b>
<b>DECEMBER</b>		
<u><b>Saturday, 12/8</b></u>	<b>YWCA – Rockford, IL</b>	<b>8:00 AM – 12:00 PM</b>
<u><b>Saturday, 12/15</b></u>	<b>YWCA – Rockford, IL</b>	<b>8:00 AM – 12:00 PM</b>
<u><b>Tuesday, 12/18</b></u>	<b>YWCA – Rockford, IL</b>	<b>5:30 PM – 9:30 PM</b>

## What is CCAP? Trainings

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 is funded by the Illinois Department of Human Services.

DATE	LOCATION	TIME
<b>NOVEMBER</b>		
<u>Thursday, 11/8</u>	YWCA – Rockford, IL	6:00 PM – 8:00 PM
<u>Tuesday, 11/13</u>	YWCA - Rockford, IL	6:00 PM – 8:00 PM
<u>Saturday, 11/17</u>	YWCA - Rockford, IL	12:30 PM – 2:30 PM
<b>DECEMBER</b>		
<u>Thursday, 12/6</u>	YWCA - Rockford, IL	2:00 PM – 4:00 PM
<u>Saturday, 12/8</u>	YWCA - Rockford, IL	12:30 PM – 2:30 PM
<u>Tuesday, 12/11</u>	YWCA - Rockford, IL	6:00 PM – 8:00 PM

## IDCFS Mandated Reporter Trainings

The purpose of this 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.

**These are face-to-face classes.**

If you would like to complete the training online, visit: <https://mr.dcfstraining.org/>

DATE	LOCATION	TIME
<b>NOVEMBER</b>		
<u>Tuesday, 11/6</u>	YWCA - Rockford, IL	2:30 PM – 3:30 PM
<u>Thursday, 11/8</u>	YWCA – Rockford, IL	8:00 PM – 9:00 PM
<u>Tuesday, 11/13</u>	YWCA - Rockford, IL	8:00 PM – 9:00 PM
<u>Saturday, 11/17</u>	YWCA - Rockford, IL	2:30 PM – 3:30 PM
<b>DECEMBER</b>		
<u>Tuesday, 12/4</u>	YWCA - Rockford, IL	2:30 PM – 3:30 PM
<u>Saturday, 12/8</u>	YWCA - Rockford, IL	2:30 PM – 3:30 PM
<u>Tuesday, 12/11</u>	YWCA - Rockford, IL	8:00 PM – 9:00 PM

## CPR / First Aid Trainings

**You must call the YWCA to register for all CPR Classes  
(815) 484-9442**

DATE	LOCATION	TIME
<b>NOVEMBER</b>		
Saturday, 11/3	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Tuesday, 11/6	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Saturday, 11/10	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 11/17	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Tuesday, 11/20	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
<b>DECEMBER</b>		
Saturday, 12/1	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Tuesday, 12/4	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Saturday, 12/8	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Thursday, 12/13	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM
Saturday, 12/15	<b>YWCA</b> - Rockford, IL	8:45 AM – 2:00 PM

## Additional CPR/First Aid Resources

**Contact for available dates & times \*\*Costs will vary depending on the location**  
FOR CCAP Requirements: Ask for PEDIATRIC & ADULT CPR/FIRST AID type course.

**Heart Solutions Training Center** – 8407 N 2<sup>nd</sup> St, Machesney Park, IL – (815) 986-2112

**American Red Cross** – Available online at [www.redcross.org](http://www.redcross.org) – (Listed under Training & Certification tab)  
or call (815) 963-8471

**Debb Webb (Basic Healthcare Education, LLC)** – (815) 978-7537

**Lamarr Wooden** – <https://www.facebook.com/Actfirstaidcpr/> – (815) 608-8152

**MercyHealth Rockford** – (815) 971-5394

**Swedish American Hospital** – (815) 961-2461

## Staff Assisted Online Training at the YWCA

The dates listed below are scheduled times when YWCA staff will be available to assist anyone who would like to complete the CCAP Health & Safety Trainings using our onsite computer lab. **Space is limited and registration is required.** Participants are asked to arrive at the advertised start time as late arrivals will not be guaranteed entry.

Trainings that can be completed online:

- Child Development, Health, and Safety Basics
- What is CCAP?
- IDCFS Mandated Reporter Training
- ECE Credential Level 1 – All modules
- SAYD Credential Level 1 – Modules 4a & 4b

Please make sure to bring your Gateways Registry login information ([username & password](#)).

DATE	TIME
NOVEMBER	
<a href="#">Thursday, 11/1</a>	6:00 PM – 9:00 PM
<a href="#">Monday, 11/19</a>	1:00 PM – 4:00 PM
<a href="#">Thursday, 11/29</a>	1:00 PM – 4:00 PM
DECEMBER	
<a href="#">Saturday, 12/8</a>	9:00 AM – 12:00 PM
<a href="#">Thursday, 12/13</a>	9:00 AM – 12:00 PM

The YWCA Computer Lab can also be utilized outside of the above training times.

Those hours are listed below. Please sign in at the front desk when you arrive.

**Monday: 8:30 AM – 4:30 PM**

**Tuesday: 8:30 AM – 4:30 PM**

**Wednesday: 8:30 AM – 8:00 PM**

**Thursday: 8:30 AM – 4:30 PM**

**Friday: 8:30 AM – 4:30 PM**

# **Training Policies and Procedures**

***The following training policies and procedures apply to all YWCA - Rockford, 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 - Rockford, Illinois Child Care Solutions sponsored trainings can be found in the quarterly training calendar and/or online at [www.ywcanwil.org](http://www.ywcanwil.org). Registration forms for all YWCA - Rockford, 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.