



Training Handbook

July 1, 2022-June 30, 2023



Training Program

OUR CHILD CARE RESOURCE AND REFERRAL TRAINING PROGRAM OFFERS EARLY CHILDHOOD AND SCHOOL AGE TRAININGS TO HELP PROVIDERS ENHANCE THEIR SKILLS AND MEET PROFESSIONAL TRAINING REQUIREMENTS FOR:

- ILLINOIS DEPARTMENT OF HUMAN SERVICES (IDHS) CHILD CARE ASSISTANCE PROGRAM
- EXCELERATE ILLINOIS
- DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS) LICENSING
- GATEWAYS TO OPPORTUNITY, CHILD DEVELOPMENT ASSOCIATE (CDA) AND OTHER CREDENTIALS

*Note: Not all trainings will meet all of the above. See our
online training calendar for more details*



4-C Training Calendar

The electronic calendar is embedded into our mobile-friendly website which features the month-to-month events listing, search, and filter functions, and online training registration.

Training Calendar Features:

- Calendar layout which makes it easy to find out what's happening on each day (click on the underlined date to see training event details)
- Search by keyword
- Filter by category in each month, such as CPR & First Aid, CCAP Child Health and Safety Training Requirements, and more





LEVELS OF LEARNING

Levels of Learning are listed for each online training calendar.

Levels of Learning reflect the content of each training--not an individual's overall experience in the field.

Gateways Illinois

Enrollment in the Gateways to Opportunity Registry is required by DCFS for all providers working in a licensed child care program and by DHS for all providers participating in the Child Care Assistance Program (CCAP). The Registry is a free resource that provides a Professional Development Record (PDR) to track an individual's education, credentials, and trainings.

All trainings provided by 4-C will automatically appear in the individual's PDR within 5-10 business days. Providers can access their PDR and all other resources by logging into the Registry Dashboard at www.ilgateways.com.

Providers must manually enter CPR/First Aid certifications and Mandated Reporter training into the Registry for CCAP Training Requirement purposes.



IDHS CCAP Training Requirements: Licensed-Exempt Providers Orientation

****includes non-relative providers and licensed-exempt centers****

What path are you on?



I have
received CCAP
payments in
the last 90
days

You are considered a LEGACY provider!

You must
complete your
orientation
trainings by
September 30,
2022.

Orientation for both
new and legacy is the
same:

- Child Development, Health and Safety Basics OR ECE Credential Level 1
- Mandated Reporter

I have NOT
received
CCAP
payments in
the last 90
days

You are considered a NEW provider!

You must complete
your orientation
trainings by 90
days after your
first CCAP
payment.



IDHS CCAP Yearly Training Requirements

The Illinois Department of Human Services (IDHS) has instituted training requirements for programs and individuals accepting payments from the Child Care Assistance Program (CCAP). Trainings that meet CCAP Health and Safety training requirements can be found on our printer-friendly Training Calendar with the following image:



ExceleRate Illinois



Refer to the ExceleRate links below to determine the required attendees for each ExceleRate training. ExceleRate Trainings are available to all providers regardless of ExceleRate Circle of Quality.

Find more information about the training requirements, visit <https://www.excelerateillinoisproviders.com/>

To learn more, contact a 4-C Quality Specialist for assistance at 815-758-8149 ext. 296.

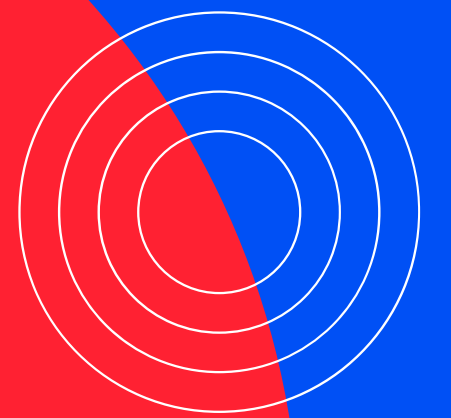


Registration

Pre-registration is required for all trainings. Participants may only register themselves. Registration for other parties will not be accepted, including trading spaces with another provider. Child care providers who work outside the 4-C service delivery area may register for most 4-C trainings.

Participants are registered on a first come, first served basis upon receipt of a completed registration form (online or printed) and all relevant fees/deposits. Registrations will no longer be accepted after the registration deadline noted on the Training Calendar.

Select trainings, when specified in the training event listing, require a fee. Fees are non-refundable and non-transferrable. Other trainings may have a deposit required for registration. Cash or checks accepted. Please make checks payable to 4-C.



**We work in partnership with the Illinois
Trainers Network and all of our
trainings are Gateways Registry
approved.**



Confirmations

Prior to trainings, an email will be sent notifying participants of their registration status. The email will state whether the participant is *registered* or placed on the *waiting list* for a training. In the interest of timeliness, it may sometimes be necessary to notify providers of changes by phone. In addition to the confirmation email, participants will receive a training reminder email within 1-2 days of the training.



CPR & First Aid Fees

Priority registration is given to CCAP providers.

CPR/First Aid trainings are open to providers caring for families on the 4-C caseload and are currently working in child care settings in Carroll, DeKalb, Lee, McHenry, Ogle, and Whiteside counties.

Providers registering for CPR/First Aid must have a current Gateways account number as well as a current 4-C membership.





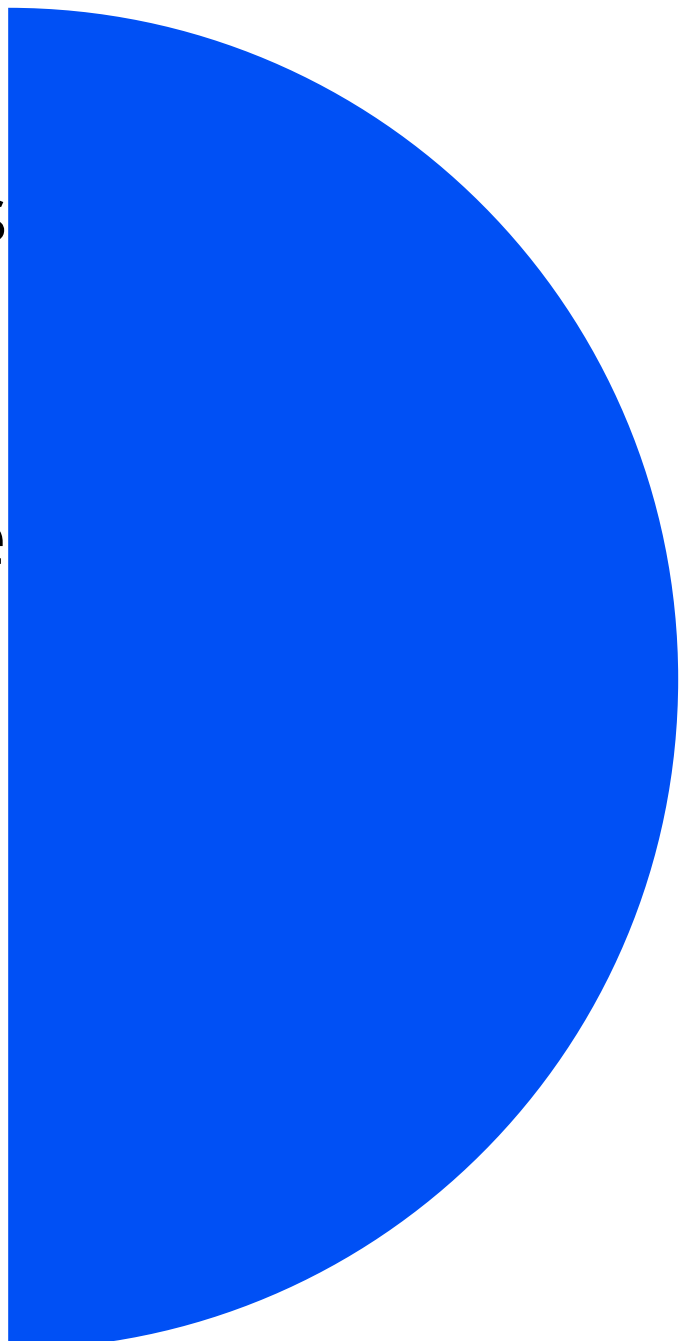
Training Policies

Limits: Many trainings have an enrollment limit. Additionally, at times it may be necessary for 4-C staff to limit the number of registered participants from a single child care program.

Arrival Time: Admittance is closed 15 minutes after the advertised start time of the training. Participants are encouraged to arrive several minutes before the scheduled start time.

Children: Out of respect for the presenter and other participants, and for the well being of the child, children are not to attend face-to-face 4-C trainings.

Clock Hour Documentation: At the conclusion of each training, participants will receive a confirmation of attendance indicating the title of the training, training, description, and number of clock hours earned. Only those who attend the entire training will receive a certification of clock hours awarded. Training may meet the requirements of various credentials.



Participant Cancellation



Registered participants who cannot attend a training are asked to call 4-C or email the Training Coordinators as soon as possible. Many trainings have a waiting list, so early notification may allow someone else to participate. Individuals who do not attend, and who do not call to cancel before the specified timeframe for a training with a cancellation/registration deadline requiring a deposit, forfeit their deposit.

Due to waitlist constraints, registered participants may not switch their attendance with another provider. If cancellations are necessary, please contact 4-C rather than having another provider take your place.

Training *fees* are non-refundable and non-transferrable.



Training Registration Form

Pre-registration is required for all 4-C Trainings. Separate forms are needed for each person registering. Space is limited; please register early to secure your place.

Online registration is also available at www.four-c.org/calendar

Training fees are non-refundable and non-transferrable. Fees are due with your registration form. Please make checks payable to 4-C.

Training fees are indicated in the training event listing.
Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership.

Training Title	Date	Time	Location	Fee

Trainings without fees or deposits may be emailed, faxed, or mailed to:

Ann Wilson, DeKalb office:
444 E Hillcrest Dr. DeKalb, IL 60015
815-758-8149 ext. 226
annw@four-c.org

Jennifer Schwartz, McHenry Office:
667 Ridgeview Dr. McHenry, IL 60050
815-344-5510 ext. 160
jennifers@four-c.org

Trainings with required fees or deposits must be mailed or dropped off at the office.

Name: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____
Cell Phone: _____
Please provide cell # in case of last minute changes.

Employer: _____ Phone: _____
Work Address: _____
City: _____ Zip: _____

Do you currently care for children on IDHS Child Care Assistance Program?
Yes _____ No _____

Does your program have a current 4-C Membership?
Yes _____ No _____

Licensed Status: DCFS Licensed ____
License-Exempt _____
I am in the process of licensing _____

Position: Relative Caregiver _____
FCC Owner _____
FCC Staff _____
Director _____
Assistant Director _____
Teacher _____
Assistant Teacher _____

Check all ages currently enrolled:
Center Staff: please check the primary age with which you currently work (choose one)
Infants _____ Preschoolers _____
Toddlers _____ School-agers _____
Twos _____



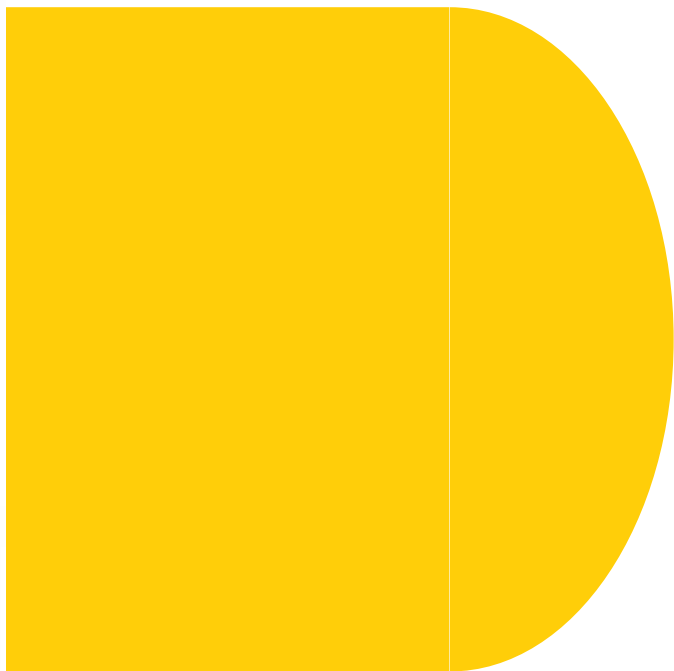
Professional Development Resources & Funding Opportunities

Individual Professional Development Funds (IPDF) support center based and family child care providers to pursue professional development. Funds assist with the cost of conference/workshop registration fees, transportation/mileage, and fees associated with the credentialing process.

Quality Improvement Funds (QI Funds) support continuous quality improvement of child care programs. These funds assist programs to achieve an ExceleRate Illinois Circle of Quality. The three types of QI funds are ExceleRate Illinois Cohorts, Training Stipends, and Accreditation Assistance.

CPR/First Aid Reimbursement Funds support licensed and license-exempt providers in gaining or renewing their CPR/First Aid qualifications. Reimbursement can be offered when participants register with an approved entity.

To learn more about funding opportunities available through 4-C, visit: www.four-c.org/funding-opportunities and/or contact a 4-C Training Coordinator for assistance. Contact information can be found on p. 16



I-learning

The Gateways to Opportunity website hosts online trainings and links to other training entities.



Illinois Statewide Gateways training calendar

Providers can learn about training opportunities offered by several training entities throughout the state, including 4-C.

Gateways to Opportunity

The Gateways Scholarship and GreatStart wage supplement are just two of the many programs offered through this comprehensive system.



Other Professional Development Resources

These resources can be found at
www.ilgateways.com



Contact Us

4-C DeKalb Office

444 E. Hillcrest Dr.

DeKalb, Illinois 60115

815-758-8149 ext. 226

Fax: 815-758-5652

Training and Technical Assistance Coordinator:

Ann Wilson; annw@four-c.org

4-C McHenry Office

667 Ridgeview Dr.

McHenry, Illinois 60050

815-344-5510 ext. 160

Fax: 815-334-5520

Training and Technical Assistance Coordinator:

Jennifer Schwartz; jennifers@four-c.org