

Gateways to Opportunity® Direct Route Credentials Supplement Application ECE and Infant Toddler Credential

For questions and additional information about Gateways Credentials, visit us online at www.ilgateways.com or call (866) 697-8278.

Credential(s) applying for:

Level 1 Credential

These Credentials are automatically awarded to individuals who have completed the specified ECE Level 1 training modules.

Level 2–5 Credentials

Practitioners will be sent documentation to complete and submit that validates competencies and experience to the Gateways to Opportunity office. The following Credentials are available through the direct route:

- ECE Credential
 - New
 - Renewal
 - Level Advancement
- Infant Toddler Credential
 - New
 - Renewal
 - Level Advancement

Level 6 Credentials (*Please note: A Graduate Degree is required for an ECE or Infant Toddler Credential Level 6*)

- ECE Credential
 - New
 - Renewal
 - Level Advancement
- Infant Toddler Credential
 - New
 - Renewal
 - Level Advancement

Please Note: A Graduate Degree is required for an ECE or ITC Level 6.

All Direct Route Participants must submit:

- Information Update Form and Gateways to Opportunity Direct Route Credentials Supplement Application.
- \$65 Credential Fee (does not apply to ECE Credential Level 1).
 - If paying by credit card, visit the Gateways Registry website at registry.ilgateways.com.
 - All checks made payable to INCCRRA.
 - **Credential fees are non-refundable and non-transferrable.**
- Official transcripts from accredited college(s) or university(s).
 - If INCCRRA already has your official transcripts on file, you do not need to resend.
 - Official transcripts can be submitted electronically to transcripts@inccrra.org.

Do you have a valid Professional Education License with endorsement in ECE (formerly Type 04 Certificate)?

- Yes No

How did you first learn about Gateways to Opportunity Credentials? (check only one)

- Center Director Local Child Care Resource & Referral Conference/Presentation
 Mailing Co-Worker Provider Association
 Website/Social Networking Professional Development Advisor (PDA) Other _____

APPLICANT SIGNATURE

I verify that I have read this paragraph and that all information provided is true and accurate. By signing below I understand that INCCRRA will use my signature as authorization to verify any information and documents I have submitted. I understand that the Illinois Department of Human Services may use my name and application information for research/evaluation purposes. I understand that any false or misleading statements or subsequent documentation may constitute grounds for denial or subsequent withdrawal of any Gateways to Opportunity Credential. *Additional information will be required.*

Print Name: _____

Applicant Signature: _____ Date: _____

Mail completed application to: INCCRRA/Applications • 1226 Towanda Plaza • Bloomington, IL 61701

Gateways Credential

Work & Practical Experience—Verification Form

Please complete and have this form signed by a supervisor, director, or the Human Resources department to validate your work experience providing direct service to children.

1. Use a separate section for each role and age group.
2. Use a separate **form** for each employer.
3. NOTE: The Illinois Director Credential requires teaching **AND** administrative experience.

Personal Information

Name: _____ Registry Member ID: _____

Teaching Position: _____

Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____

Infants/Toddlers (0–3) Preschool (3–5) School-Age (5–12)

Teaching Position: _____

Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____

Infants/Toddlers (0–3) Preschool (3–5) School-Age (5–12)

Administrative Position: _____

Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____

Administration

Contact Information

Contact Name: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Signature and title of contact who can verify your work experience (other than yourself):

Date: _____

By signing the above, I verify that the information provided herein is accurate and correct to the best of my knowledge.

Participant Signature: _____ Date: _____

By signing the above, I verify that the information provided herein is accurate and correct to the best of my knowledge. I understand false or misleading statements or subsequent documentation may constitute grounds for denial of a Gateways to Opportunity Credential.

Information Update Form

SECTION 1 - CONTACT / PERSONAL INFORMATION

The Information Update form is used to update your information. Please fill out the Information Update Form and the corresponding program supplement to participate in a Gateways program. For questions and additional information please call (866) 697-8278 or visit us at www.ilgateways.com.

First Name: _____ Middle Initial: _____

Last Name: _____

Has your name changed in the last 12 months? Yes No If yes, list previous name: _____

Person ID/Registry Member ID: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Please contact me at my: Home Address/Phone Work Address/Phone (if completing section 2)

SECTION 2 – CURRENT EMPLOYMENT

Please complete this section only if you are currently in part-time or full-time paid employment in the fields of Early Care and Education, School-Age, Youth Development, or Early Childhood Family Support. **If this does not apply to you, please skip this section.**

Employer Business Name: _____

Work Site Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Work Phone: _____ Work Fax: _____

Type of Program: (check only one)

- | | |
|--|---|
| <input type="radio"/> Child Care Center | <input type="radio"/> School-Age/Youth Development Program Only |
| <input type="radio"/> Family Child Care Home | <input type="radio"/> Public or Private School |
| <input type="radio"/> Group Family Child Care Home | <input type="radio"/> Child Care Resource & Referral (CCR&R) |
| <input type="radio"/> Head Start | <input type="radio"/> Other _____ |

This program is: Licensed by Illinois Department of Children and Family Services* License-Exempt N/A

*If Licensed, License ID number: _____ Licensed Capacity: _____

Date Employment Began: *(with this employer)* _____

Current Position Title: _____ Position Code: _____

Current Position Start Date: _____ *(refer to below)*

Hours worked per week: _____ Weeks worked per year: _____

Position Codes *(to be used above)*

Direct Services to Children

- | | |
|---|---|
| 1. Director and/or Administrator (one-site) | 10. Group Family Child Care Provider |
| 2. Assistant Director | 11. Group Family Child Care Assistant |
| 3. Director/Teacher | 12. School-Age Child Care Teacher |
| 4. Teacher | 13. School-Age Child Care Assistant |
| 5. Assistant Teacher | 14. Youth Development Practitioner |
| 6. Teacher Aide (Preschool for All) | 15. Other Direct Service |
| 7. Substitute/Floater | 23. Home Visitors |
| 8. Family Child Care Provider | 24. Home Visitor Supervisor |
| 9. Family Child Care Assistant | 25. Family, Friend, or Neighbor Caregiver |

Indirect Services

- | | |
|---|--------------------------------------|
| 16. Director/Administrator (multi-site) | 20. Education/Curriculum Coordinator |
| 17. CCR&R Staff | 21. Consultant |
| 18. Higher Education Faculty/Staff | 22. Other Indirect Services |
| 19. Trainer | |

Ages of Children You Currently Work With *(Family Child Care check all that apply, others check only one.)*

- | | |
|---|--|
| <input type="radio"/> Infant <i>(6 wks-14 months)</i> | <input type="radio"/> School-Age <i>(K-12 years)</i> |
| <input type="radio"/> Toddler <i>(15-23 months)</i> | <input type="radio"/> Youth <i>(13-21 years)</i> |
| <input type="radio"/> Twos <i>(24-35 months)</i> | <input type="radio"/> Not Applicable <i>(N/A)</i> |
| <input type="radio"/> Preschool <i>(3-5 years)</i> | |

SECTION 3 – APPLICANT SIGNATURE

I verify that all information provided is true and accurate. I understand that INCCRRA or the Illinois Department of Human Services may use my information for research/evaluation purposes. For more information, please view the Privacy Policy at: www.ilgateways.com. I also understand that I will become a member of the Gateways to Opportunity Registry. I understand that periodically a **limited** amount of my Registry record information may be released to IDCF, IDHS, OECD and/or my program administrator in order to verify compliance with State requirements and/or ExceleRate Illinois standards. This information would be related to my Registry membership being current; number of training hours completed; and/or status or completion of certain training, formal education or credentials as required by the State and/or ExceleRate.

Print Name: _____

Applicant Signature: _____ **Date:** _____

If applicant is under the age of 18, a parent or legal guardian signature is required below.

Print Name: _____

Parent/Legal Guardian: _____ **Date:** _____

Mail completed application to: INCCRRA/Applications • 1226 Towanda Plaza • Bloomington, IL 61701