

A RESOURCE GUIDE to Become a Licensed Family Child Care Provider

DCFS Licensing Office Numbers

Champaign County: 217-278-5300
Douglas County: 217-348-7661
Iroquois County: 217-443-3200
Macon County: 217-875-6750
Piatt County: 217-875-6750
Vermilion County: 217-443-3200

Do you want to be a
Licensed Family Child Care
Provider?
Just follow these
5 Steps.



Step 1: Contact DCFS to request a [Daycare Home Licensing Pre-Application Packet](#). You can request the packet by calling the number for your county office listed above.

Step 2: Read the pre-packet. If you would like to be licensed, return the application request form found in the pre-packet to the DCFS office that serves your area. You will then receive the application packet. The application packet includes a checklist of everything you will need to do and all forms to complete. Some of the forms and documentation that will be required are:

- CFS 602 “Medical Report on Adult in a Child Care Facility”, proof of MMR and 2 Tdap vaccinations (or proof of immunity), and TB Test. *You will need to pay the costs for meeting all Health & Safety Standards.*
 - Proof of High School Diploma, GED or Higher Education (only one needed)
 - Proof of Membership to Illinois Gateways to Opportunity Registry
 - Proof of Radon Testing and level of home (*you will need to purchase Radon Kit*)
 - Copy of current Illinois Driver’s License (listing residence to be licensed)
 - Proof of Completion of Required Pre-Service Trainings



For more information, go to <https://sunshine.dcf.illinois.gov/>

Step 3: Join

Illinois Gateways to Opportunity Registry

As part of the licensing process, you **must** become a member of the Gateways to Opportunity Training Registry. The Registry tracks your training history. Membership is **FREE**. You will need an email address to apply.

- To apply, go to: <https://registry.ilgateways.com/>
Go to: “Get Started”. Click on it. This takes you to “User Account Request” page.
- Complete the information on the User Account Request page. Keep your username and password handy. You will use the same username and password to register for the workshops.
- Once you’ve completed the form, click “Submit User Request”. Requests submitted between 10:00 am and 4:00 pm Monday through Friday are typically approved within 5-10 minutes.
- You will receive an email stating that you are approved. Once approved, go to <https://registry.ilgateways.com>. The menu is at the top of the page in the gold “bar” (Be A Member | Be A Trainer | Be An Organization | Find a Training | Dashboard Login). Click on “**Dashboard Login**”. It will take you to the application to join the Registry. Complete the application.
- Once you submit the application, stay on the page until the application is successfully submitted. You will then receive your Registry Number on this screen. Be sure to save it!

Step 4: Take 15 hours of pre-service training.

These **REQUIRED TRAININGS** must be completed prior to submitting your application.

- ✦ **Day Care Home Licensing Orientation Course** (3 training hrs) *Free* Go to: <https://hdl.dcfstraining.org/isp.index.isp>.
- ✦ **A Preventable Tragedy: Shaken Baby Syndrome** (1 hr training) *Free* Go to: <http://courses.inccra.org>. Click on "DCFS Licensing Required Training" box.)
- ✦ **Sudden Infant Death and the Child Care Profession** (1 hr training) *Free* Go to: <http://courses.inccra.org>. Click on "DCFS Licensing Required Training" box.)
- ✦ **Mandated Reporter Training Course** (2 training hrs). *FREE* Go to: <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>
- ✦ **Food Handler Certification** (*May be a SMALL FEE*) Must be approved by ANSI and the State of Illinois. Google "ANSI Food Handler Training" for possible options.
- ✦ **Infant Child CPR/First Aid Certification** (*Most options charge a FEE*) Below is a partial list of CPR/First Aid Trainers. Call a trainer to register for their class.

You must record CPR/First Aid and Mandated Reporter Training in Gateways Registry. Contact CCRS for instructions.

Trainer	Contact Information	Counties served
Jerry Beckley	217-304-2165 (call or text) Jbemtp99@gmail.com	Vermilion
Andrea Lawson and Kris Mayes	217-264-0009 217-264-3467	alawsonp33@gmail.com virginpoet55@gmail.com
Jessica McMahon	217-898-8846	All Counties
Doug and Cindie Olsen, CPR Lifesavers	217-649-4389	All Counties
John (J.T.) Thomas	217-819-1348 john722@gmail.com	Champaign
Jennifer K. Wilson, Vital Education & Supply	877-558-7377 / 217-359-0101	Central Illinois
American Heart Association	www.heart.org	Go to website for classes near you at
American Red Cross		Go to website for classes near you at www.redcross.org/take-a-class

Step 5:

Once you've completed everything on the Checklist, submit your **COMPLETED, SIGNED, and DATED** application packet to the DCFS Office which serves your area. Be sure to include **all** required forms and documentation.



**TRAINING REQUIREMENTS
TO BE PAID AS A
CHILD CARE ASSISTANCE PROGRAM**

All providers paid through Child Care Assistance Program must complete the following trainings:

- What is CCAP? (online or in-person)
- Illinois DCFS Mandated Reporter Training (online only)
- Child Development Health, and Safety Basics Training (online or in-person)
- Adult, child, and Infant CPR/First Aid (in-person only)

To take the workshops online, go to: <https://courses.inccra.org>. Call CCRS for information regarding in-person classes.