

## Section 1 - Required Training

The primary Licensed Family Child Care and Group Home Providers and any assistants must complete the following trainings (as specified below) before applying for the Gold Circle of Quality. The primary provider is the person listed in Section 1 of the main application. Completion of trainings will be verified by the Gateways Registry.

**1. Has the primary provider completed all the following trainings:**  YES  NO\*

- ExceleRate Illinois Orientation for Licensed Family Child Care
- Introduction to the Family Child Care Environment Rating Scale (FCCERS) or Introduction to the Environment Rating Scales (ERS)
- Getting Ready for the Business Administration Scale (BAS)
- Completed an ExceleRate-approved training on inclusion of children with special needs (and assistant if applicable)?

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

## Section 2 - Standards and Evidence

For each question below, check either Yes or No to indicate whether your program meets the standard as listed.

If answering Yes, additional information may be required. Completion of required trainings and credentials will be verified by the Gateways Registry.

Your program will be assessed with the Family Child Care Environment Rating Scale-Revised (FCCERS-R). In order for assessment to occur, the provider must have at least 2 children present (that are not the provider's own) for at least three consecutive hours.

### 1D – CURRICULUM AND ASSESSMENT

**1. Do you utilize a curriculum and assessment tool in your program that is aligned with the Illinois Early Learning Guidelines/Standards?**  YES  NO\*

**1a.** If Yes, what is the name of the curriculum? \_\_\_\_\_

**1b.** If Yes, what is the name of the assessment tool? \_\_\_\_\_

**1c.** If Yes, is this curriculum on the list of aligned curricula found on the ExceleRate Illinois website?  YES  NO

If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards.

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

IDCFS LICENSE NUMBER \_\_\_\_\_

1E – CHILD SCREENING

2. Does the primary provider conduct child screening?

YES  NO

2a. If Yes, has the primary provider completed an ExceleRate-approved training on screening tools?

YES  NO\*

N/A  
*(only if provider uses outside entity to do screening)*

2b. If No, who is completing child screening? \_\_\_\_\_

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

3A – BUSINESS ADMINISTRATION

3. Fiscal Management, Record Keeping, and Risk Management items from the Business Administration Scale (BAS) will be verified on-site. Please select three additional BAS items below that you wish to be verified on.

- |   |  |
|---|--|
| <input type="radio"/> QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT | <input type="radio"/> COMMUNITY RESOURCES                                      |
| <input type="radio"/> INCOME AND BENEFITS                         | <input type="radio"/> MARKETING AND PUBLIC RELATIONS                           |
| <input type="radio"/> WORK ENVIRONMENT                            | <input type="radio"/> PROVIDER AS EMPLOYER (ONLY IF PROVIDER HAS AN ASSISTANT) |
| <input type="radio"/> PROVIDER-PARENT COMMUNICATION               |  |

3C – CONTINUOUS QUALITY IMPROVEMENT

4. Has the primary provider completed a Continuous Quality Improvement Plan (CQIP) using self-assessment results?

YES  NO\*

If Yes, please enclose a copy of the program's CQIP.

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

IDCFS LICENSE NUMBER \_\_\_\_\_

## 4A – PROVIDER QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to *apply* for the Gateways Credentials. Gateways Credentials must be *achieved* within the first year of the program’s eligibility.

5. Is the provider a part of the Family Child Care (FCC) Network\*?  YES  NO

5a. If Yes, what is the network name? \_\_\_\_\_

5b. If Yes, who is the network contact? \_\_\_\_\_

5c. If Yes, has the primary provider attained (check which option applies):

- ASSOCIATE DEGREE OR HIGHER
- GATEWAYS ECE CREDENTIAL LEVEL 3
- CDA

5d. If No, has the primary provider attained (check which option applies):

- ASSOCIATE DEGREE OR HIGHER AND IS WORKING TOWARD A BA IN ECE
- GATEWAYS ECE CREDENTIAL LEVEL 4 OR HIGHER AND INFANT TODDLER CREDENTIAL LEVEL 3 (IF SERVING INFANTS/TODDLERS) AND WORKING TOWARDS A BA.

\*FCC Network – An Illinois Department of Human Services (IDHS), Illinois State Board of Education (ISBE) or Head Start FCC network serves as a means of providing peer support, sharing resources, and enhancing professionalism. The goal of the network is to improve the quality of family child care in a specific area, neighborhood, or community by supporting family child care providers. Networks are staffed with paid personnel who offer regular supports and services to meet the unique needs of FCC providers within the network.

4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to apply for the Gateways Credentials. Gateways Credentials must be achieved within the first year of the program’s eligibility.

4D – ONGOING PROFESSIONAL DEVELOPMENT

6. Has the primary provider completed a written individualized professional development plan and completed at least 20 hours of professional development including a minimum of 5 hours of Gateways Registry-Approved trainings per year?

YES       NO\*

7. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed 20 hours of professional development?

YES       NO\*       N/A

*\*If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

PROGRAM PORTFOLIO

As part of the Gold verification process, a state-approved assessor will be on-site at your program to review several pieces of documentation listed on the Steps to Apply at [www.exceleRateIllinoisproviders.com](http://www.exceleRateIllinoisproviders.com) for the Gold Circle of Quality.

8. Have you completed your organized provider portfolio?

YES       NO