

## 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) 2nd Edition
- 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 1 - 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.*

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### 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) 2nd Edition will be verified on-site. Please select three additional BAS items below that you wish to be verified on.

**Please Note:** Beginning January 1, 2019, all ExceleRate BAS assessments will be conducted using the BAS 2nd Edition.

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

### 3B – RATIOS

4. Are you meeting ratios listed below\*?

YES  NO

GOLD

**FCC HOME\***  
1 adult to 6 children with no more than 2 children under 2 years of age

**FCC GROUP HOME\***  
2 adults to 12 children with no more than 6 children under 30 months; no more than 4 children under 15 months

*\*Ratios and group size will be verified on site at the time of the verification visit.*

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### 3C – CONTINUOUS QUALITY IMPROVEMENT

5. 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.

### 4A – PROVIDER QUALIFICATIONS

Currently, the enforcement of Standards 4A and 4B is delayed while we analyze programs' CQIP plans and progress. Programs not in full compliance are required to include concrete, achievable goals and action steps in their CQIP and also to describe their progress in the annual report. Please make every effort to support your staff and your own efforts to attain the required credentials as quickly as possible. Further information will be announced when the analysis of CQIP plans is complete.

6. Has the primary provider attained (check which option applies):

- BACHELOR'S DEGREE AND GATEWAYS FCC CREDENTIAL LEVEL 5
- BACHELOR'S DEGREE AND GATEWAYS FCC CREDENTIAL LEVEL 4 AND COLLABORATES WITH A STATE-APPROVED CONSULTANT

### 4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

Currently, the enforcement of Standards 4A and 4B is delayed while we analyze programs' CQIP plans and progress. Programs not in full compliance are required to include concrete, achievable goals and action steps in their CQIP and also to describe their progress in the annual report. Please make every effort to support your staff and your own efforts to attain the required credentials as quickly as possible. Further information will be announced when the analysis of CQIP plans is complete.

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4D – ONGOING PROFESSIONAL DEVELOPMENT

7. 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\*

8. 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.

9. Have you completed your organized provider portfolio?

YES  NO