## **Get Ready**



Preparing



As your program prepares for an ExceleRate® Illinois Circle of Quality follow these tips to plan for the application process.

## Licensed Child Care Centers Can:

- Attend an ExceleRate Illinois Orientation (Required for Program Administrators).
- Contact your local CCR&R Quality or Infant Toddler Specialist for technical assistance and consultation. They are available to provide services related to Environment Rating Scale (ERS) and Program Administration Scale (PAS), as well as assistance with developing Continuous Quality Improvement Plans (CQIP).
- Ask each of your teaching staff to print a copy of their Gateways Registry Professional Development Record (PDR) for the time frame they have worked in child care.
- Request access to the Director Portal at https://registry.ilgateways.com/be-a-member/director-portal.
- Use the Required Training Grid (www.excelerateillinoisproviders.com/how-it-works/licensed-child-care/licensedchild-care-overview) to track which training(s) your staff have completed that will count towards ExceleRate requirements. Trainings reported in sections 3, 4 and 5 on the PDR are accepted.
- View the online tutorial about Gateways Credentials at www.ilgateways.com/en/credentials.
- Determine the number of your staff that have achieved a Gateways Credential on their Gateways Registry PDR in section 1 or use the Staff Education and Reports from the Director Portal.
- Use the ExceleRate Illinois and Gateways to Opportunity® Credentials Frequently Asked Questions (FAQ) at www.excelerateillinoisproviders.com for helpful information.
- · Help staff attain Credentials and trainings your program needs for the Circle of Quality you are seeking.

Visit www.exceleratelllinoisproviders.com for more information.





the Illinois Department of Human Services, and the Illinois State Board of Education.