

## Section 1 - NAFCC Accreditation Information

ACCREDITATION START DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      ACCREDITATION EXPIRATION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- PLEASE SUBMIT ACCREDITATION CERTIFICATE AND/OR LETTER SHOWING EXTENSION IF IN THE RENEWAL PROCESS.
- PLEASE SUBMIT A COPY OF ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (IDCFS) LICENSE.

**\*IDCFS LICENSE WILL BE CHECKED FOR VIOLATIONS**

## Section 2 - 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
- Getting Ready for the Business Administration Scale (BAS) 2nd Edition
- Completed an ExceleRate-approved training on inclusion of children with disabilities or developmental delays (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 3 - Standards and Evidence

Your program’s NAFCC accreditation meets the following ExceleRate Illinois standards without need for additional documentation: 1A, 1B, 1C,1G, 3B, 4C, and 4D. Standard 4A and 4B will be verified by the Gateways Registry.

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

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

### 1D – CURRICULUM AND ASSESSMENT

**1. Have you identified a curriculum and assessment tool that is aligned with the Illinois Early Learning Guidelines/Standards for use in your program?**       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.*

## 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? \_\_\_\_\_

2c. Does your program have policies and procedures for screening children, sharing results with parents, and parent signed permission forms?  YES  NO\*

If Yes, supply a copy of your program’s written policies related to developmental/child screening.

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

## 2A – FAMILY PROVIDER COMMUNICATION AND COLLABORATION

3. Does your program offer at least 2 conferences with each family per year?  YES  NO\*

If Yes, please include a program policy and/or documentation of conferences.

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

2B – CONNECTING AND SUPPORTING FAMILIES

4. Does your program offer at least 2 family supports monthly and at least 2 formal/informal gatherings annually?  YES  NO

If Yes, please include a narrative and/or documentation of family supports and gatherings.

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

2C – TRANSITIONS

5. Does your program have policies and procedures to provide general information about transitions and engage parents in discussions and/or activities addressing child and family transitions?  YES  NO\*

If Yes, please include a narrative and/or documentation of program's transition practices.

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

3A – BUSINESS ADMINISTRATION

6. Has the primary provider completed a Business Administration Scale (BAS) 2nd Edition self-assessment (must be completed within the last 6 months)?  YES  NO\*

If Yes, please include a copy of the BAS 2nd Edition Profile Sheet.

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

3C – CONTINUOUS QUALITY IMPROVEMENT

7. Has the primary provider completed a Continuous Quality Improvement Plan (CQIP) using BAS 2nd Edition self-assessment results?  YES  NO\*

If Yes, please enclose a copy of the completed CQIP

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

4A – PROVIDER QUALIFICATIONS & 4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

8. Has the primary provider attained the Gateways FCC Credential Level 4 or higher?  YES  NO\*

9. Has the Assistant attained the required Gateways ECE Credential Level 1 or Gateways FCC Level 2 or CDA?  YES  NO\*  N/A

10. Has the Substitute attained the required Gateways ECE Credential Level 2 or FCC Credential Level 2 or CDA?  YES  NO\*

Provider, Assistant and Substitute (if applicable) must hold the applicable Gateways Credentials or have a pending application on file. If not meeting the applicable Credential, the provider may write a CQIP to outline goals, action steps, specific coursework/training the individual can accomplish over the year to work towards the applicable Credential. The provider/staff should use the letter each individual received from the Credential Department to guide CQIP development in what coursework/training is needed. Updated CQIP of accomplishments will be required at annual report and progress must be shown towards Standards 4A and 4B Credential attainment.

Please refer to the ExceleRate/Credentials FAQ for additional details <https://www.excelerateillinoisproviders.com/docman/resources/193-excelerate-illinois-and-gateways-to-opportunity-credentials-frequently-asked-questions-for-licensed-family-child-care/file>