

## 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.

*\*IDCFS License will be checked for violations. A program must have no pending/substantiated violations in the previous 12 months.*

### 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) 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.

☐ QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

☐ FAMILY SUPPORT AND ENGAGEMENT

☐ INCOME AND BENEFITS

☐ MARKETING AND COMMUNITY RELATIONS

☐ WORK ENVIRONMENT

☐ PROVIDER AS EMPLOYER (ONLY IF PROVIDER HAS AN ASSISTANT)

☐ 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.*

### 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

ExceleRate system administrators recognize that achieving the required Credentials in some cases is a major leap in an environment where programs are struggling to maintain DCFS qualified teachers, managing staff turnover, and more. For this reason, we have continued to delay the enforcement of Standards 4A and 4B. Programs must continue completing a Continuous Quality Improvement Plan (CQIP) including concrete, achievable goals and action steps the program is making towards meeting the Credential requirements.

**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

ExceleRate system administrators recognize that achieving the required Credentials in some cases is a major leap in an environment where programs are struggling to maintain DCFS qualified teachers, managing staff turnover, and more. For this reason, we have continued to delay the enforcement of Standards 4A and 4B. Programs must continue completing a Continuous Quality Improvement Plan (CQIP) including concrete, achievable goals and action steps the program is making towards meeting the Credential requirements.

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

## 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

10. Have you worked with your IDCFS licensing representative to clear all pending and substantiated violations (from the last 12 months)?

☐ YES

☐ NO

To check if your program has violations please visit  
<https://sunshine.dcf.illinois.gov>