

# Quick Tips

## for applying to the Gateways to Opportunity Registry Online

### If you know:

- where you live
- where you work
- where you went to school

you can easily apply and immediately become a Gateways to Opportunity Registry member.

Before you start, here are some tips to help you have everything in place to complete your application.

You must have your own unique email address. Need a free email address? Visit Google at <http://accounts.google.com/SignUp>

### If you are currently working in the field of early childhood education, school-age, or youth development, you will need:

- name, address and phone number where you work
  - If you work for a licensed child care center or family/group child care home, you will need this information from the license.
    - name and address of the program as it appears on the license
    - license number
- current position title, approximate date you started working and the approximate date you started working in your current position
- average number of hours you work per week and the average number of weeks you work per year
- your hourly wage and/or annual salary (*optional*)

### If you have a High School Diploma or a G.E.D., you will need:

- name and address of the high school you graduated from (*or name and address of the body that awarded the G.E.D.*)
- date you graduated (*or received your G.E.D.*). This date can be approximate. For example, if you know you graduated in May 1983, you would enter 05/01/1983 in the application.

### If you have taken coursework toward a community college certificate or a college degree, you will need:

- name and address of the college you attended. (*Many of the larger community colleges and universities are already in the system for you to select. The address information will only be needed if the college you attended does not appear.*)
- your major (*if applicable*)
- The date the degree was awarded (*if applicable*). This date can be approximate. For example, if you know only that you graduated in 1975, enter 05/01/1975 in the application.

### If you hold any current credentials or certifications, you will need:

- name of the credential/certification *Note: Gateways to Opportunity credentials are automatically recorded for you.*
- name and address of the organization awarding the credential (*Many of the common organizations are already in the system for you, such as the Council for Professional Recognition (CDA), Illinois Department of Human Services, American Red Cross, etc. You will only need the address if the organization does not appear.*)
- exact date the credential/certification was awarded and the date it expires (*information is typically found on the credential/certificate itself*)

If you have additional questions, remember we are only a click [www.ilgateways.com](http://www.ilgateways.com) or a phone call away **866.697.8278**.