Frequently Asked Questions (FAQ)

What is a Registry?

A registry is a tool that, as part of a comprehensive professional development system, tracks the characteristics and ongoing professional development of the workforce, recognizes those attainments, and identifies approved courses/training and trainers.

Who can become a member of the Gateways Registry?

Anyone working with or "on behalf of" children, youth, and families in Illinois can become a Gateways Registry member.

What is the benefit to joining the Registry?

The main benefit of the Gateways Registry is the individualized Professional Development Record *(PDR)*. The PDR displays an individual's education, credentials/certifications, and trainings. A PDR can be printed at any time from a secure website by the Registry Member only. The Illinois Department of Children and Family Services *(DCFS)* will accept the PDR as documentation of completion of pre-service and in-service training hour requirements for licensing. For guidelines visit **registry.ilgateways.com**.

What trainings are tracked by the Registry?

There are 4 categories of training tracked and displayed on the PDR. Categories distinguish what the Registry knows about the quality assurance process and whether attendance is verified.

Training Category	Quality Assurance	Attendance Verified
Registry-Approved Training	✓	✓
Registry-Verified Conference	✓	✓
Attendance-Verified Conferences and Training		✓
Self-Reported Conferences and Training		

What is the quality assurance process for Registry-Approved and Registry-Verified events?

The Registry quality assurance process reviews the trainer and training for the following criteria: interaction between trainer and participant; at least 1 hour in length *(not including break)*; content is applicable to those serving children/youth/families; trainer has education and/or experience relevant to the training topic; trainer uses a variety of training methods appropriate for length/format of training; a documented agenda, learning objectives, and methods for assessing whether participants are internalizing the learning objectives; an evaluation form is provided; and, technology requirements are communicated prior to the training and technical assistance is available.

How do trainings show up on my Professional Development Record *(PDR)*?

Trainings appear in your PDR in different ways based on training category.

- **Registry-Approved Trainings –** Bring your Registry Member ID card and sign into trainings with your Registry Member ID Number. The trainer or agency submits the sign-in sheet to the Registry. These trainings show up on your PDR automatically after processing.

- **Registry-Verified Conferences –** At the conference you receive a certificate with bar codes identifying which sessions you attended. After submitting a copy of your conference certificate to the Registry, these sessions show up on your PDR.

- **Attendance-Verified Conferences and Trainings –** These trainings show up on your PDR automatically after processing.

- **Self-Reported Conferences and Trainings –** As a Registry Member you can self-report trainings and conferences onto your PDR through the Members section of the Gateways website. To self-report training you will need the training title, trainer's name, contact hours, and date completed. After self-reporting trainings on your PDR, you must keep certificates from these events to verify your attendance.

What is the benefit of going to a Registry-Approved or Registry-Verified event?

Registry-Approved, Registry-Verified, and Attendance-Verified conferences and trainings appear on the PDR with very little work from the individual. The Illinois Department of Children and Family Services *(DCFS)* accepts the Gateways Registry PDR as documentation of completion of pre-service and in-service training hour requirements for licensing in these three training categories. If you attend trainings in these categories you will not need to supply DCFS with training certificates. A copy of your PDR is sufficient documentation.

How far back can I include Self-Reported trainings?

There is no limit to how far back you can self-report trainings, or to the number of self-reported trainings you can list on your PDR. However, you must keep certificates for all self-reported trainings to verify your attendance.

What is a Basic Transcript Review (BTR)?

A Basic Transcript Review categorizes the college coursework you have taken on your PDR, including the total number of credit hours completed as well as the number of credit hours in ECE/CD, ECE Related, School-Age and Youth Development, and Business/Administration. When applying for the Registry you may request a BTR. If your official accredited college transcripts have not already been submitted through participation in other Gateways to Opportunity programs *(e.g. Great START, Gateways Scholarship, Gateways Credentials, etc.)* then you must request an official accredited college transcript*(s)* be sent to Gateways in a sealed envelope from your accredited college or university or request official electronic transcript*(s)* to be sent from your accredited college or university to transcripts@inccrra.org.

Is Registry Membership required by DCFS?

DCFS announced a rule requiring Registry Membership as part of licensing effective September 1, 2012.

What sections of the PDR does DCFS accept?

DCFS accepts the Gateways Registry PDR as documentation of completion of pre-service and in-service training hour requirements for licensing. The sections of the PDR accepted are:

- **Section 3—**Completed Registry-Approved Training

- **Section 4—**Registry-Verified Conferences

- **Section 5—**Attendance-Verified Conferences and Training

Please note that Section 6 (Self-Reported Conferences and Trainings) may be used to track other trainings attended, but certificates must be kept as documentation of attendance. You must provide a certificate of attendance as documentation for completing the Mandated Reporter Training.

Does the Illinois Department of Children and Family Services *(DCFS)* accept the Basic Transcript Review section for staff qualifications?

No. DCFS procedures require that the licensing representative must review the course work listed on official transcripts in order to determine staffing qualifications.

Why do you gather personal information on the Registry Application?

We gather both home and work address because many people have the same name. Home and work addresses help us determine the correct individual's record in our system. Standard questions *(e.g. mother's maiden name, city and state you were born, and date of birth)* are used to confirm identity. These questions help us determine we are speaking with the correct individual when you call on the phone with inquiries. It will also help us replace your Registry Member ID should it ever get lost.

Why do you ask a specific salary instead of a range?

In the field of early care and education and school-age care, many job titles make very similar wages. The difference between a teacher and assistant teacher could be very small. When trying to report wages across our state we want to be able to show even slight differences. The only way to do this is to collect the specific hourly wage or annual salary and not use ranges. This information is only shared in an aggregate form *(in totals)* and never tied back to your personal identity. Sharing your wage information is optional and can be left blank on the application. However, having accurate wage information will help to inform good policies and support increased compensation for the field.

Will my personal information be shared with anyone?

Respecting the privacy and confidentiality of Registry Members is extremely important. Information about an individual's membership and the contents of their PDR are only available to the individual Registry Member. They can share this information with anyone they wish – but they are the only ones who can directly access the information.

With regard to requests for information, only requests for aggregate information will be provided. Personally-identifying information will be protected.

An example of an aggregate request that **would be allowed** is – *"How many center-based teachers in Illinois have a Bachelor's Degree?"*

An example of a request that would involve personally-identifying information, and would **NOT be allowed** is – *"What are the names and addresses of center-based teachers in Illinois with a Bachelor's Degree?"*

How will data from the Registry help inform public policy?

We need accurate and reliable data about our workforce so that those making policy decisions have a solid base of information. Registry data can be used to show how many individuals a proposed policy may impact and will give information about what supports may be needed in order to successfully implement that policy.

If you have any further questions please call
1.866.697.8278.