

# Registry Trainer Application Process FAQs

## Gateways to Opportunity Registry Trainer Approval Supplement Application

### Trainer Information

#### Q: What forms must be included in a Registry Trainer Application Package?

A: When applying to become a Registry-Approved Trainer you must complete and submit a Member Form, Registry Trainer Approval Supplement Application and, if you are not an ITN trainer, a Registry Training Approval Application.

#### Q: Will Registry Trainers and members have different numbers?

A: No. Registry Trainers will use their Member ID on all correspondence and forms.

#### Q: What is the difference between Registry and Specialty Trainers?

- A: 1) Registry Trainers primarily train practitioners in the field of early care and education, school-age and youth development, and have at least 12 contact hours of documented experience providing instruction to adults within the last three years.
- 2) Specialty Trainers provide training on topics related to the field. Some examples include CPR/First Aid, business practices, or technology. Specialty Trainers do not typically work directly in the early childhood field and may even work outside of the early childhood field (doctor, lawyer, etc.).

#### Q: I am a consultant, certified to train on specific specialty topics. What should I put in the "I am applying to become a/an" section? In the "I am applying to become a/an" can I choose more than one option? The directions say to check one. For instance, I may be an ECE trainer and a First Aid trainer (which is a specialty).

A: As a consultant certified to train on specific specialty topics you will select Specialty Trainer. If you are both types of trainer (ECE and Specialty), then select ECE trainer.

#### Q: Are there a certain number of hours of training experience I need to have in order to be considered a Specialty Trainer? What will be accepted as proof of training experience?

A: Specialty Trainers do not have a minimum requirement for training experience. If you are applying to be a Registry Trainer, 12 hours of training proof is required. You do not have to provide a comprehensive list of all of the trainings you have delivered. You may verify training experience in a variety of ways:

- Submit copies of agendas that list the trainings you have provided, including the title of the training, dates, hours and location or
- Submit copies of flyer/conference brochure listings

#### Q: How will I know which Gateways to Opportunity Content Areas to choose?

A: You will check all of the areas in which you have the expertise to deliver instruction. This information identifies proficiency in a trainer database and does not affect the trainings you may submit to the Registry for approval.

#### Q: Will Registry Trainers receive reminders to renew every three years, as ITN trainers have?

A: Yes, Registry Trainers will receive a renewal notice approximately two months before they are to expire.

#### Q: Do all Trainers have to become Registry Trainers?

A: All ITN trainers (anyone who trains ITN trainings) must become a Registry Trainer. However, others are strongly advised to join.

#### Q: Is there a specific form for ITN Trainers?

A: An ITN Supplement will have to be completed by all ITN trainers.

## Gateways to Opportunity Registry Training Approval Application—Trainer-Submitted Training Information

### Q: What are the Levels of Learning?

A: Levels of Learning are used to indicate the level of a training: Introductory, Intermediate or Advanced. The training level is focused on content and individual experience. All levels contain knowledge and application to varying degrees along with reflection of the material and evaluation of practice.

### Q: What is the difference between Target Audience, Content will focus on which group(s) and Training Topic Areas?

A: For the "Target Audience" section you should choose the option(s) that describes the people that will be attending your training. For the "Content will focus on which group(s)" section you should choose the area(s) in which your training content focuses. Lastly, for the "Training Topic Areas," you may choose up to three subject areas in which your training content fits.

### Q: The instructions say that the number of training hours and content area hours must be a minimum of 1 hour. I have some trainings where I only spend .5 hours on a content area. Can I use .5 instead?

A: The minimum is 1 hour. However, 1 hour, 1.5 hours, 2.5 hours, 3.5 hours, etc... are permissible.

### Q: Where can I find more information on creating a content outline/instruction plan for my training?

A: There is a training resource, *Designing Effective Trainings*, to assist you in creating a content outline/instruction plan for your training. If you would like access to this resource, please visit [courses.inccrra.org](http://courses.inccrra.org) and select **Training for Approved Trainers**.

### Q: What is a Gateways to Opportunity Credential?

A: Governor Patrick Quinn signed Gateways to Opportunity Credentials into law on January 21, 2010 effective retroactively to July 1, 2009. Gateways Credentials are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Gateways Credentials are symbols of professional achievement that can be earned by completing an approved program at an entitled college or university, or by completing a portfolio that documents education and experience, or by completing the ECE Credential Level 1 training or the School-Age and Youth Development Credential Level 1 training. For additional information, please contact the [Learning and Development Department](#).

### Q: Do I have to be an approved trainer in order to submit additional trainings for approval?

A: Yes. You may submit additional trainings for approval after your initial trainer/training applications have been approved.

### Q: Do I need to submit separate training approval forms for multiple variations of the same training?

A: You will submit an original training application for the original training and then submit an Amendment Form for each variation (different duration, objectives, change, etc.) of that training.

### Q: Will trainings in languages other than English be accepted into the Registry?

A: Yes. Other language trainings will be accepted, but the original content outline and Training Application must be completed in English. Please include the title and description of the training in both English and the other language.

### Q: If a training is offered in more than one language, will the trainings share a Training Approval ID?

A: No. Each variation of the training will have its own unique Training Approval ID.

### Q: Do all trainings have to be Registry-Approved trainings?

A: Only ITN trainings are required to be part of the Registry. However, it is strongly recommended that all trainings (minimum 1 hour in length) be Registry-Approved.

## General Questions/Comments

**Q: Are there resources online to help complete the Training Application?**

A: Yes. Training resources are available on the Gateways to Opportunity Registry website found at <http://registry.ilgateways.com/be-a-trainer/training-resources-new>.

**Q: Are the Registry Training forms available online?**

A: Yes. Once you are approved as a Registry Trainer, Registry Trainer forms can be found by logging into the dashboard under Trainer Maintenance.

**Q: Will the Registry Forms be available in Spanish?**

A: The Participant Application and Training Participant Evaluation Form are currently available in Spanish.

**Q: How long does the trainer/training approval process take?**

A: Approval can take up to 30 days (4 weeks) after all documentation is received, depending on volume of applications. You will be notified when your file has been approved. We will contact you if we have any questions related to your application. If you are requesting a Basic Transcript Review or applying to be an ITN Trainer, you can accelerate efforts by ordering your transcripts sent to us when you begin the process.

**Q: Once I have been approved as a Registry Trainer, is there anything I need to do before I can offer my Registry-Approved training?**

A: Yes. You must complete the Adult Learning and Presentations Skills Training either in person or online and also complete the online Registry Orientation. Once these requirements have been satisfied, you can submit scheduling forms for your training(s).

**Q: How do I get my scheduled training to appear on the Gateways Training Calendar?**

A: When filling out your Scheduling Form, mark the box to have the training appear on the Gateways Training Calendar.

**Q: What types of trainings are included in the Gateways Training Calendar?**

A: The Gateways Training Calendar lists 3 types of Registry trainings: (1) Registry-Approved Training and (2) Registry-Verified Conferences.

**Q: I would like my Professional Development Record (PDR) to reflect all of my professional attainments and trainings. Will the Registry reflect all of them or just Registry-Approved trainings?**

A: Your PDR will track professional attainment and completion of training requirements by individual practitioners, from college coursework to community-based training. Any trainings or conferences that you attend that are not Registry-Approved or verified can be manually added using the self-reported training function found in the Registry Center, located in the secure Registry Member website. Be sure to keep a certificate of completion for all self-reported trainings for your personal records.

**Q: Where can I get more information on Registry Trainers/Trainings?**

A: Additional information can be found on the Gateways to Opportunity Registry website at [www.ilgateways.com](http://www.ilgateways.com) or by contacting the [Learning and Development Department](#).