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**SEIU**  
Member Education  
& Training Center

*Gateways Startup & More*



HOW TO  
REGISTER  
FOR  
MEMBERSHIP

INTRO  
TO  
GATEWAYS  
AND  
INCCRRA

BEING A  
GATEWAYS  
REGISTRY  
MEMBER

PROFESSIONAL  
DEVELOPMENT  
RECORD  
(PDR)

# AGENDA

INTRODUCTION

OTHER  
SERVICES AND  
RESOURCES



## Learning Goals

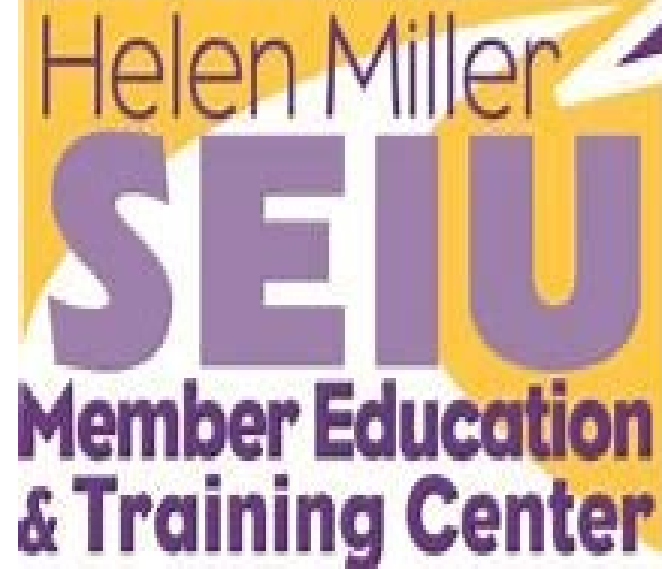
- During this training, participants will learn how to become Gateways Registry Members and attain Gateways ID Numbers.
  - This will be accomplished through lecture, samples, and videos.
  - A paper application and this PowerPoint will be made available to all attendees as handouts

## Keywords

- INCCRRA
- Gateways Registry
- Gateways or INCCRRA ID Number
- Professional Development Record (PDF)
- Gateways i-Learning System

# *INTRODUCTION*

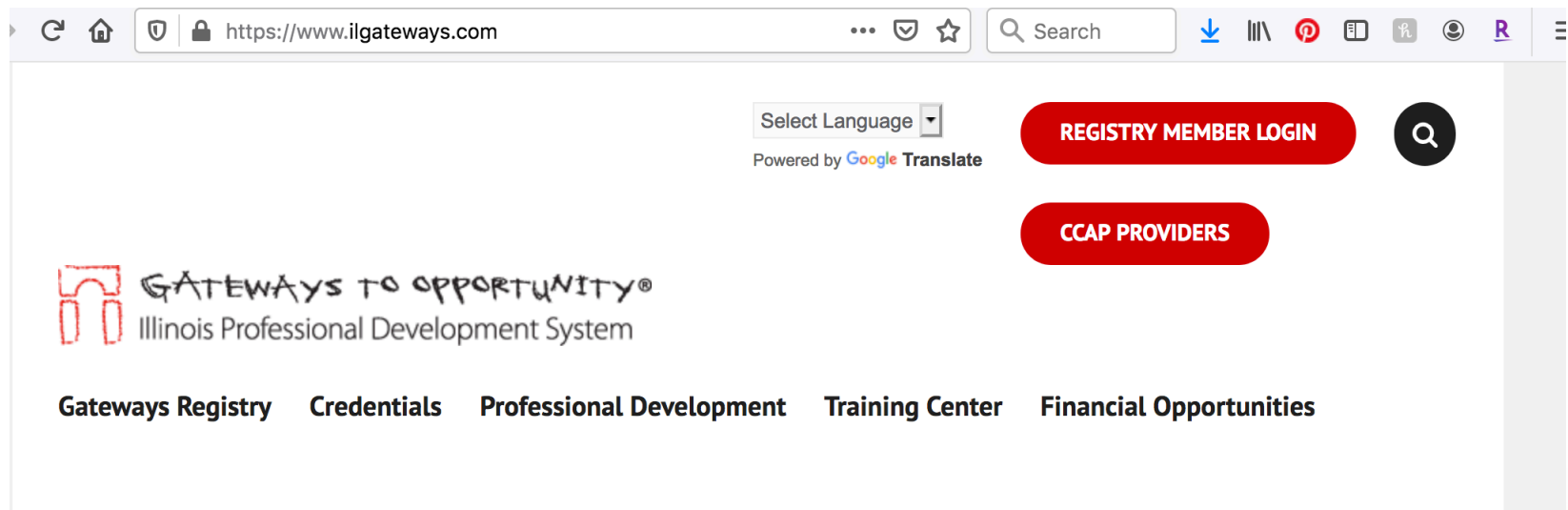
- Mandatory
- Licensed provider
- License-exempt provider
- Staff
- Register for Gateways Membership
- Receive Gateways ID Number



# Being a Gateways Registry Member

Let's visit the website

<https://www.ilgateways.com>



The screenshot shows the homepage of the Gateways to Opportunity website. The browser address bar displays <https://www.ilgateways.com>. The page features a navigation menu with the following items: Gateways Registry, Credentials, Professional Development, Training Center, and Financial Opportunities. A search bar is located in the top right corner. A red button labeled "REGISTRY MEMBER LOGIN" is prominently displayed. Below it, a red button labeled "CCAP PROVIDERS" is visible. The logo for "GATEWAYS TO OPPORTUNITY® Illinois Professional Development System" is on the left. A "Select Language" dropdown menu is present, with a note "Powered by Google Translate".

# Being a Gateways Registry Member cont.

With your cursor, hover over “Be A Member”



[Be A Member](#) ▾ | [Be A Trainer](#) ▾ | [Be An Organization](#) ▾ | [Find Training](#) | [Dashboard Login](#)

Select Language ▾

## COVID-19 INFORMATION

INCCRRA is temporarily suspending on-site functions due to COVID-19. We will continue to provide select services with a limited number of off-site staff.

If you need assistance, please email one of the generic email addresses listed below.

**Gateways Registry** | [onlinehelp@inccrra.org](mailto:onlinehelp@inccrra.org)

**i-learning Online Training** | [illearning@inccrra.org](mailto:illearning@inccrra.org)



# Being a Gateways Registry Member cont.

When you hover over “Be A Member” you will get a pull-down. Click on “Registry Membership”



Be A Member ▾ | Be A Trainer ▾ | Be An Organization ▾ | Find Training | Dashboard Login | Select Language ▾

- Registry Membership
- Renew My Membership
- Professional Development Record (PDR)
- PDR Training Categories
- Registry FAQ
- Home Visitors
- Director Portal
- Find Trainings
- Find Trainers

actions due to COVID-19. We will continue  
of off-site staff.  
generic email addresses listed below.  
ccrra.org  
ng@inccrra.org  
ID-19 virus from the Center for Disease Control (CDC).

You are here: [Home](#)



# Being a Gateways Registry Member: Paper Application

It may appear that your screen has not changed.  
However, if you look at the bottom you will see this:

## Registry Membership

With a **free** Gateways Registry Membership, your education, credentials, and all Registry trainings you have attended will be tracked in the Registry database. You can access this information at any time by viewing your Professional Development Record (PDR) online through a secure section of this website.

Joining the Gateways Registry is EASY! You can either:

- Complete and submit **the application online**, or
- **Print and mail** the application

If you apply online it can take up to 2 business days (but during business hours, it is typically within 10 minutes) for your user account to be approved before you can complete your online application. Once your application is complete you have access to i-learning and your Registry Portal immediately.

If you print and mail your application, within 30 days you will receive an email with login information to the Registry portal.

From the Registry portal you can print a membership ID card and view your PDR. Check out **a sample PDR**.



# Being a Gateways Registry Member: Request an Online User Account

If you decide you want to apply using the online application this is what you will see when you click on  
**“the application online”**

You are here: [Home](#) | [Request an Online User Account](#)

## Request an Online User Account

If you do not have an online user account already, there are two ways to request one. Before choosing one of the options below, please add [onlinehelp@inccrra.org](mailto:onlinehelp@inccrra.org) to your email address book to ensure that you will receive the emails needed to activate your account.

1. If you have filled out a paper Gateways to Opportunity Registry application and received a Registry Member ID card in the mail, [click here](#) to create an online user account.
2. If you have never filled out a Gateways to Opportunity Registry application (online or paper), [click here](#) to request that an online user account be set up.

If you have any questions, please contact the INCCRRA Help Center by submitting a ticket, emailing, or calling (309) 557-1818 Monday – Friday from 8:30 am until 4:30pm. You can also call toll-free (866) 697-8278 (option 2).

# Being a Gateways Registry Member: User Account Request (Paper)

## User Account Request

In order to create an account, the first step is to provide us with enough information to make sure we know who you are. All fields with bold labels are required. Please type your email address carefully. After your account is approved, you will receive an email with instructions on how to complete the Gateways Registry Membership application.

**Note: Requests submitted between 10:00am and 4:00pm M-F are typically approved within 5-10 minutes. Requests after 4:00pm or on the weekend are typically approved before 10:00am the next business day, though due to the high volume of requests approval may happen in the evening.** If you submitted your request a while ago and did not receive an email yet, please click the **Dashboard Login** menu item above and try logging in with the username/password you set up. You will be prompted to complete the rest of the Registry Membership application. *Do not request another online user account under a different email address.*

If you have any difficulties filling out this form, please contact the INCCRRA Help Center by **submitting a ticket, emailing** or calling (309) 557-1818 Monday – Friday from 8:30 am until 4:30pm. You can also call toll-free (866) 697-8278 (option 2).

**Registry ID:**

**E-Mail Address:**

**Username:**

**Password:**

**Confirm Password:**

I'm not a robot



 Submit User Request

 Cancel User Request



# Being a Gateways Registry Member: Request an Online User Account

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# Being a Gateways Registry Member: Request an Online User Account cont.

## User Account Request

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**E-Mail Address:**

**Username:**

**Password:**

**Confirm Password:**

**First Name:**

**M.I.:**

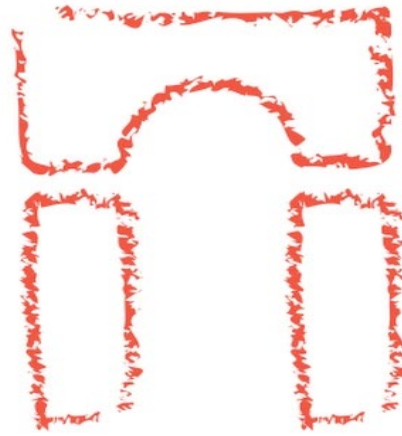
**Last Name:**

**Previous Last Name**

Intro to Gateways  
and INCCRRA

Professional  
Development  
Record (PDR)

Other Services and  
Resources



GATEWAYS  
TO  
OPPORTUNITY®

Illinois Professional Development System

# Intro to INCCRRA

**What/Who is INCCRRA?** - The Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) is a statewide organization which – in partnership with its 16 local Child Care Resources and Referral (CCR&R) agencies – is a recognized leader, catalyst and resource for making high quality, affordable early care and education and school-age care options available for children and families in Illinois.

# Intro to Gateways

**Gateways to Opportunity**<sup>®</sup> Gateways to Opportunity is a statewide professional development support system designed to provide guidance, encouragement, and recognition to individuals and programs serving children, youth, and families. Gateways to Opportunity is administered through INCCRRA and funded by the Illinois Department of Human Services Bureau of Child Care and Development, the McCormick Foundation, and Grand Victoria Foundation.

# Professional Development Record (PDR)

## Professional Development Record

The Gateways Registry Professional Development Record (PDR) is a benefit available to all Registry Members. It can be accessed by logging in to the Registry Dashboard and entering the My Registry portal. The PDR is located in the Learn section and can be run for any date range. Check out [a sample PDR](#).

The PDR has six sections which list your education, credentials, and Registry trainings.

- Education and Credentials - Sections 1 and 2
- Gateways Registry Trainings - Sections 3, 4, and 5
- Self-Reported Training - Section 6

When you attend a Gateways Registry training, be sure to sign in using your Registry Member ID. The training will appear on your PDR (in Section 3, 4, or 5) a few days later. It's that simple!

### Basic Transcript Review

The Gateways Basic Transcript Review (BTR) records the total number of credit hours earned from an accredited college or university and displays the information on the PDR. The BTR process further categorizes applicable coursework, completed with a grade of "C" or better, into four categories:

- ECE/CD
- ECE-Related
- School-Age and Youth Development
- Business/Administration

The BTR is completed on all official transcripts received by the Gateways Registry. Official transcripts are those sealed in an envelope and sent from an accredited college or university. They may also be sent electronically from an accredited college or university to [transcripts@inccrra.org](mailto:transcripts@inccrra.org).

Foreign evaluated transcripts and coursework will only be accepted from entities listed as a [National Association of Credential Evaluation Services \(NACES\) member](#).

Upon completion of the review, your formal education will be reflected on your Professional Development Record (PDR) in sections 1 and 2.



# Other Services & Resources Gateways Offer

How to print your Professional Development Record & Registry  
Membership Card

<https://youtu.be/Ge822BNkxk8> 3:07

How to print your CCAP Completion Report for the Child  
Development , Health, and Safety Training requirements. 2:21

<https://youtu.be/8p-JMDv9xzg>

How to Self-Report Mandated Reporter Training 3:26

<https://youtu.be/TMyIrcz9I8g>

What is the Professional Development Advisor Program 5:38

<https://www.facebook.com/GatewaystoOpportunity/videos/2371355006471540/>?

A woman with glasses and a green shirt is smiling while looking at a laptop screen. The background is a warm, golden-brown color.

Gateways

# Hot Topic

How to print your

**Professional Development Record  
Registry Membership Card**

A woman with glasses and a green shirt is smiling while looking at a computer screen. The background is a warm, golden-brown color.

Gateways

# Hot Topic

How to print your

**CCAP Completion Report**

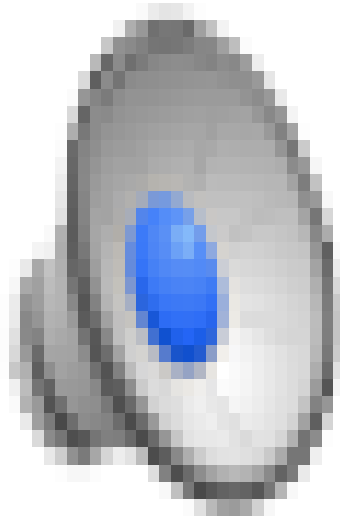
A woman with glasses and a green shirt is sitting on a couch, smiling while looking at a laptop. The background is a warm, indoor setting with a clock on the wall.

Gateways

# Hot Topic

How to

**Self-Report Mandated Reporter Training**



## What is the Professional Development Advisor Program - Video



# Gateways i-Learning System



Gateways  
Registry  
Approved  
Training



DCFS  
Licensing  
Required  
Training



CCAP Provider  
Required  
Training  
Click here



Entrenamiento  
requerido por el  
proveedor CCAP  
en español  
Oprime aquí



Todos los  
entrenamiento  
en español  
Oprime aquí



ExceleRate®  
Illinois  
Approved  
Training

Click here



SAYD  
Credential  
Level 1  
Training



Training for  
Approved  
Trainers  
Click here

**THANK YOU**

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**TOGETHER NOW  
MORE THAN EVER**





# Resources

- Gateways To Opportunity: [ilgateways.com/](http://ilgateways.com/)
- INCCRRA: [inccrra.org/](http://inccrra.org/)
- Ilearning: [courses.inccrra.org/](http://courses.inccrra.org/)