

Participant Application Instructions

For questions and additional information please call 866.697.8278 or visit us at www.inccrra.org or www.ilgateways.com.

Before you begin, please read these important notes and instructions about the Participant Application. The Participant Application must be completed by each person who chooses to apply for any INCCRRA administered, Illinois Department of Human Services funded, professional development program. Each specific program applied for also requires a Supplement Application. Please complete in pen.

GENERAL NOTES

The Participant Application is meant to be submitted along with a Supplement Application for the specific program for which you are applying. **The first question of the Participant Application allows you to note which program(s) you are applying for and to ensure you submit the correct supplements. If the correct supplement application is not completed it will delay the processing of your application.**

SECTION 1 – CONTACT / PERSONAL INFORMATION

Please complete all required information in this section. The address you select as your preferred address is where we will send all program communications, certificates, checks, etc.

SECTION 2 – IDENTIFICATION VERIFICATION QUESTIONS

You will be assigned a unique Person ID that is used in our tracking systems and on all communications from INCCRRA. We use that Person ID to ensure that we are entering the correct information into the correct person's record. **Please complete these questions as they will be used to verify your identity should you ever lose your Person ID.**

SECTION 3 – CURRENT EMPLOYMENT

Complete this section only if you are currently in part-time or full-time paid employment in the fields of ECE/SA/YD.

When asked on page 2 for the Position Code, please refer to the box below and write in the **one number** of the position code that best reflects your current job.

Position Codes *(to be used in Section 3)*

Direct Services to Children

1. Director and/or Administrator *(one-site)*
2. Assistant Director
3. Director/Teacher
4. Teacher
5. Assistant Teacher
6. Substitute/Floater
7. Family Child Care Provider
8. Family Child Care Assistant
9. Group Family Child Care Provider
10. Group Family Child Care Assistant
11. School-Age Child Care Teacher
12. School-Age Child Care Assistant
13. Youth Development Practitioner
14. Other Direct Service

Indirect Services

15. Director/Administrator *(multi-site)*
16. CCR&R Staff
17. Higher Education Faculty/Staff
18. Trainer
19. Education/Curriculum Coordinator
20. Consultant
21. Other Indirect Services

SECTION 4 – EDUCATION, CREDENTIALS AND CERTIFICATIONS

Please enter the requested information about any educational degrees you have completed, as well as current and valid professional credentials or certifications you have been awarded.

SECTION 5 – GATEWAYS TO OPPORTUNITY REGISTRY

All INCCRRA program participants will receive a complimentary membership in the Gateways to Opportunity Registry. The Registry will track trainings you attend and provide you with a Professional Development Record (*PDR*). For more information on this new exciting addition to the Gateways to Opportunity Professional Development System visit www.ilgateways.com.

Do you want Registry staff to perform a Basic Transcript Review?

A Basic Transcript Review categorizes the college coursework you have taken and will appear on your Professional Development Record as the total number of credit hours you have completed as well as the number of credit hours in ECE you have completed. If you check yes, please include your official college transcript(s) in a sealed envelope from the college or university.

Are you submitting any previously-attended Registry approved trainings for listing on your Professional Development Record?

You may submit certificates from Registry approved trainings you have attended in the past 90 days to be added to your Professional Development Record. Certificates from Registry-approved trainings should include the Approved Training logo along with the Training Event ID number.