

**Children's Home + Aid:
Customized Training Request Form**

----All training request approvals are based on trainer availability ----

Program Name:		Phone Number:	
Contact Name:		E-mail:	
Training Date Requested:		Training Time Requested:	
Location (provided by requestor)			

CUSTOMIZED TRAINING REQUEST TOPIC (includes certificate and is listed on Gateways Registry) Request must be submitted at least 60 days prior to the training date requested.
1 st Choice
2 nd Choice

EDUCATIONAL SESSION REQUEST TOPIC (up to one hour, no certificate, is not listed on Gateways Registry) Request must be submitted at least 30 days prior to the date requested.
1 st Choice
2 nd Choice

Number of Expected Participants			
Administration:		Teachers:	
Assistant Teachers:		Support Staff:	
Staff must attend the entire training to receive training hours. All DCFS licensing standards MUST be met if training is occurring during work hours.			

Guidelines for Requesting ExceleRate Required Trainings:

- Centers who request an ExceleRate training must have completed the CCR+R intake process.
- The following ExceleRate trainings can be requested for a customized training:
 - Fundamentals of Child Assessment
 - Basics of Culturally and Linguistically Appropriate Practices
 - Finding a Curriculum that Works for You
 - Introduction to Screening Tools
 - Family and Community: Partners in Learning
 - Creating Individual Professional Development Plans
 - Understanding and Planning for Continuous Quality Improvement
- Programs may request up to 2 ExceleRate trainings within a 12 month period

- 1.) Are you requesting this training to meet ExceleRate Requirements? Yes No
 - If yes, have you completed the CCR+R Intake Process? Yes No Not Sure
- 2.) Are you requesting this training to meet Gateways Credential Requirements? Yes No
- 3.) If you are working toward ExceleRate Illinois, what Circle of Quality are you working toward?
 Bronze Silver Gold N/A