# Children’s Home + Aid:
## Customized Training Request Form

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

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Training Date Requested:</td>
<td>Training Time Requested:</td>
</tr>
<tr>
<td>Location (provided by requestor)</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

1st Choice

2nd 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.

1st Choice

2nd Choice

### Number of Expected Participants

<table>
<thead>
<tr>
<th>Administration:</th>
<th>Teachers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Teachers:</td>
<td>Support Staff:</td>
</tr>
</tbody>
</table>

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