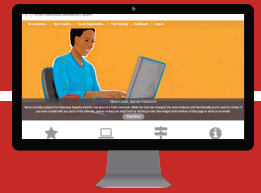


Have you completed your trainings?





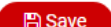
YOU MUST SELF-REPORT

"CPR", "First Aid", AND "Mandated Reporter" to the registry!

REPORTING CPR AND FIRST AID TO THE REGISTRY:



Start by going to : registry.ilgateways.com

- 1 Click on "Dashboard Login" and enter your username and password
- 2 Click on the large yellow button that says "My Registry"
- 3 Click the "UPDATE" button 
- 4 On the yellow bar, click "Credentials"
- 5 Click the "Select one" drop down and choose CPR. Then Click the red "+Add" button 
- 6 GO BACK up to the "Select one" drop down and choose *First Aid*. Then click the red "+Add" button again.
- 7 Under **CPR**, fill out the "Date Awarded" section with the date you took the course. The certification expires two years from when you took it.

Click "Search for organization" and enter the organization and city listed on your certificate.
- 8 FILL IN THE SAME INFORMATION UNDER **FIRST AID**
- 9 Scroll to the bottom of the page and click the red "Save" button. 

REPORTING MANDATED REPORTER TO THE REGISTRY:

Start by going to : registry.ilgateways.com

- 1 Click on "Dashboard Login" and enter your username and password
- 2 Click on the large yellow button that says "My Registry"
- 3 Click the "LEARN" button 
- 4 Click the red "+Add New" button 
- 5 Fill out the boxes as shown below:

Training Name

Mandated Reporter

Trainer's Name


DCFS

Contact Hours

2

Completed Date

Enter the date you completed

- 6 Click the red "Save" button 
- 7 Once you have completed **all** trainings, send a copy of **ALL FOUR** of your certificates to us at:

Community Connection Point
901 S Spring St. Suite B
Springfield, IL 62704

