# To self-report qualifying trainings...

*If you have taken CPR & First Aid AND/OR Mandated Reporter through another entity or online, you MUST self-report them.*

## REPORTING *CPR* AND *FIRST AID* TO THE REGISTRY:

If you took CPR & First Aid through a different entity...

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.

8. Click "Search for organization" and enter the organization and city listed on your certificate.

9. FILL IN THE SAME INFORMATION UNDER *FIRST AID*

10. Scroll to the bottom of the page and click the red "Save" button.

## REPORTING *MANDATED REPORTER* TO THE REGISTRY:

If you took Mandated Reporter online...

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* of your certificates to us at:

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

Community
Connection Point