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Date: November 2017

To: Basic Nursing Assistant Training Program
Program Coordinators and Instructors

From: Education and Training Unit

Subject: Instructions for notification of late completion of a course

For any student completing your Basic Nursing Assistant Training Program (BNATP) after the scheduled End Date of the class, the following procedure shall be followed by the Program Coordinator. The BNAT Program Coordinator will:

1. Determine that the student's late completion is in compliance with 77 Illinois Administrative Code, Section 395.150 (a)(2) which states:

“The basic program content shall be presented in a minimum time frame of three weeks, but cannot exceed 120 days, unless the training program is conducted by a community college or other educational institution on a term, semester or trimester basis.”
2. Send an email to dph.bnntp@illinois.gov to notify the Education & Training Unit of the late completion, the reason why and the approximate date that the student will test. Enter the student's information into the online roster upon completion at nurseaidetesting.com/inace. The Official Late Completion Roster Form is no longer required.
3. Contact the Education & Training Unit staff at dph.bnntp@illinois.gov or call 217-785-5569 with questions.
4. This student's state written competency test application, fee and cover letter can be submitted to SIUC Nurse Aide Testing Project for processing.