



ANATP/BNATP Monthly Update December 2020

1. An instructor approval and application form has been created and is in the Forms section of www.nurseaidetesting.com. Please complete the form and send it with supporting documentation with the instructor approval request. This will give me all the information I need to create instructor codes without having to email repeatedly for missing information.
2. The Medicare Provider Number (beginning with “14”) on master schedules is no longer required. You may put NA in this field until the master form is updated and it is removed. It is a mandatory field on the current schedule, so you will have to make an entry in the box in order for the schedule to save.
3. Title 77 Section 3953.150 4) has been interpreted in the past to mean the pre-clinical and post-clinical discussion were not to be included as clinical time. This administrative rule actually refers to the requirement that a full 12 hours of dementia training is required and cannot be diminished by break time, mealtime, or conferences so that a full 12 hours of instruction is given. Clinical pre-conferences and clinical post-conferences are a valuable part of clinical instruction and that time can be included in your instruction time on your master schedule as part of the clinical hours if desired. All of the forms that reference removal of pre- and post-conference time will be updated, but inclusion of this time is in effect immediately.
4. Do not alter the master schedule. Do not attempt to add fonts, save it in a different format, increase font sizes, etc. Altered schedules will not meet the formatting requirements and will be rejected.
5. When you send a revision to a schedule, make sure it is marked revision on page two and that the reason for revision is completed. *There is no need to continuously revise schedules due to clinical delays related to COVID-19. An email will suffice.*



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6. A Master Schedule with dates beyond May 2021 will be uploaded soon. The same schedule will be used for both ANATPs and BNATPs. There is no need to note whether you are scheduling for a CNA I or CNA II program. The program codes are specific to the program types (all ANATPs are in the 4### series, while all BNATPs are in the 0#### or 7#### series).

Happy Holidays, everyone!

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