



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

ANATP/BNATP Monthly Update December 2024

1. Note there were no updates in November 2024.
2. If you are a PBVS (Private Business Vocational School), your program must maintain compliance with both IBHE and IDPH requirements for CNA programs. If you are not in compliance with IBHE (such as annual renewals), you will not be allowed to hold classes until you are in compliance with them.
3. There is confusion about whether you are required to have 16 or 18 lab hours. You must have 62 hours of theory. If you only have 16 lab hours, you will not meet the minimum requirement of 80 hours of theory and lab. It is best practice to just schedule 18 hours of lab. 62 hours of theory and 18 hours of lab or 64 hours of theory and 16 hours of lab are the minimums.
4. The Program Coordinator Guide has been updated and is online at nurseaidetesting.com
5. When entering student training, only enter the training ONCE! You will enter the Last Day Date at the end of the program in the original training entry, not in a new entry.
6. Ensure your policy has a makeup policy in the handbook or syllabus for theory, lab, and clinical hours.
7. When you are holding classes, you should check your email at least daily. Responses to IDPH or to the Education Coordinators must be within three weekdays.
8. Programs are getting lax about notification of schedule changes or cancellations. If the cancellation is within the next two weeks, send an email to dph.bnatp@illinois.gov. If the change in the schedule is more extensive or farther out than two weeks, send a revised schedule to masterschedule@siu.edu.
9. Please check your monitoring visit binder before the start of each class. We are finding expired documents. If they are all up to date, your visit will be quicker, and you will be that much closer to the coveted "ACE."
10. Please make sure you keep at least the last 2-3 most recent monthly updates in your monitoring visit binder.



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As always, do not hesitate to call or email with questions.

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