



Date: August 29, 2011

To: Basic Nursing Assistant Training Program
Program Coordinators and Instructors

From: Rhonda Imhoff, State Training Coordinator
Training & Technical Direction Unit, LTC Field Operations

Subject: Instructions for Submission of Official Late Completion Roster Form

If a student is completing your Basic Nursing Assistant Training Program (BNATP) after the scheduled End Date of the class, the following procedure must be followed when requesting approval from the Illinois Department of Public Health Training & Technical Direction Unit for late completion.

1. BNATP shall submit the Official Late Completion Roster Form to the Department via fax or mail. No electronic submission allowed. The student's application to take the Nurse Aide Written Competency Examination can not be submitted to Nurse Aide Testing at Southern Illinois University Carbondale (SIUC) until the Program Coordinator has received notification of late completion approval from the Department.
2. Late completion must be in compliance with 77 Illinois Administrative Code, Ch 1, Section 395.105 which states:
"The basic program content shall be presented in a minimum time frame of three weeks, but CAN NOT EXCEED 120 DAYS, unless the training program is conducted by a community college or other educational institution on a term, semester, or a trimester basis." In which case, training must be completed within the term, semester, or trimester that the training began.
3. The reason for late completion must be provided in detail to be considered for approval.
 - a. Following are examples that may prove to be valid reasons for late completion of the program; however, approval will **not** be granted due to lack of details:
 - i. Retake final
 - ii. Not enough theory or clinical hours
 - iii. Medical condition
 - iv. Pregnancy
 - v. Did not meet minimum hours
 - vi. Missed clinical days
 - vii. Student was ill

