



Date: March 2014

To: Basic Nursing Assistant Training Program
Program Coordinators and Instructors

From: Education and Training Unit

Subject: Instructions for Submission of Official Late Completion Roster Form

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 shall:

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. Complete the Official Late Completion Roster Form which serves as the Official Class Roster for this individual. This includes obtaining the appropriate signatures.
3. Mail or fax the Official Late Completion Roster Form to the Education & Training Unit. No electronic submission allowed.

Illinois Department of Public Health
Education & Training Unit
Jennifer Kempiners, PSA
525 West Jefferson, 4th Floor
Springfield, IL 62761

Fax: 217-557-3363

4. Contact the Education & Training Unit staff – Cindy Colwell at 217-785-5132, or Jennifer Kempiners at 217-785-5569 with questions.
5. This student's state written competency test application, fee and cover letter can be submitted to SIUC Nurse Aide Testing Project for processing.