

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**BASIC NURSING ASSISTANT TRAINING PROGRAM**  
**HYBRID FORMAT POLICY**

Title 77 of the Illinois Administrative Code, Section 395 identifies the requirements for the Basic Nursing Assistant Training Program (BNATP). The purpose of this policy is to delineate the requirements of a Hybrid BNATP as identified by committee established by the Illinois Department of Public Health (Department). In order to provide continuity in the training of nursing assistants and thereby maintain consistency in the education received by nursing assistants throughout the state, the following requirements must be met by any Hybrid BNATP.

A BNATP can be conducted in a traditional face-to-face format or a hybrid format.

Prior to conducting a BNATP, a program sponsor must submit for approval from the Department. A traditional face-to-face BNATP and a Hybrid BNATP are considered two separate programs. Each program type must be approved and have been granted a BNAT program number from the Department.

Any program sponsor that would like to conduct such a class must submit information to the Department at least 90 days prior to initial offering to assure the course meets the teaching requirements as outlined in section 395 of the Illinois Administrative Code 77 and Department policy. Any future changes to program content must be submitted 30 days prior to the programs offering.

**BNATP Requirements of Traditional Face-to-Face and Hybrid BNATP**

- Minimum requirement of no less than 120 program hours (80 hours theory, 40 hours clinical).
- Program content, in accordance with IL Admin Code 77, Section 365.300, must be included.
- A model program approved by the Illinois Department of Public Health is available.
- An approved BNATP Instructor and Approved Evaluator must meet the requirements according to IL Admin Code 77, section 395.160 and section 395.162.
- Reference *Program Coordinator Toolbox* located on [www.nurseaidetesting.com](http://www.nurseaidetesting.com) (Program Coordinator & Instructor, Forms).

## **HYBRID BNATP**

**In addition to the above requirements a Hybrid BNATP must also include the following.**

### **STUDENT SELECTION**

- 1) A student must meet the BNATP host site admission requirements for its traditional program.
- 2) The BNATP shall describe the method to be used in determining student suitability for participation in a hybrid program.

### **COURSE SCHEDULE**

- 1) Face-to-face and online hours must be delineated on the Master Schedule (Day-by-Day, page 2+).
- 2) **Face-To-Face Component**
  - a) It must include a face-to-face Orientation session.
    - i) Three to five hours are suggested for the Orientation session. This is in addition to the minimum required BNATP hours.
    - ii) Participants must have computer access to include hands on experience with the learning management system to be used.
    - iii) It is recommended that a member of the BNATP host site Information Technology staff be available to troubleshoot computer access issues.
    - iv) It is recommended that the course syllabus be reviewed with emphasis placed on necessary components for participant success (required assignments, discussion participation, online etiquette, etc.)
  - b) The Module Schedule – Allocation of Hours must be followed regarding minimum face-to-face hours. If minimum face-to-face hours exceed 34, an adjustment can be made to the online hours so that the total theory/lab hours equal or exceed 80.
  - c) Skills testing must be in the face-to-face format.
- 3) **Online Component**
  - a) The online course is well organized and can be easily navigated.
  - b) The instructor is responsible to communicate with students in a timely manner. Typically, responses should occur within 24 to 48 hours.
  - c) Instructor feedback regarding student's performance on assignments is recommended.
  - d) Technological support from the host site is available to the online students throughout the course.

- e) Syllabus must include clear policies defining student online participation.
- f) The instructor shall ensure student access to pertinent course information documents.

### TESTING

- 1) Skills testing must be in the face-to-face format.
- 2) A final examination administration plan must be approved by the Department. The format of the examination may be either face-to-face or online.

### **Course Completion Requirements – Traditional Face-to-Face & Hybrid BNATP**

An Official Class Roster shall be submitted to the Department within 30 working days after course completion. Page 1 of the Master Schedule, with any revisions noted, shall be attached.