

Illinois Department of Public Health
BNATP Monthly Update
August 2019

1. As of July 1, 2019 IDPH will no longer accept any schedule except the correct schedule as posted online. **Any previous versions are now obsolete.** If you have completed a previous version and must revise it, however, revise the version you used initially to avoid having to recreate an entire schedule. New schedules from this date forward must be in the correct format and must be the correct version.

Schedules that are not in the correct format or are not the current accepted version will be rejected. If the schedule is not received in the correct format within 15 days of the start of your class, **you will be required to adjust the start date of your class based on receipt and acceptance of your schedule.** Please read the master schedule instructions file in the Forms section of the nurseaidetesting.com website.

2. When revising a schedule, please ensure that you have clicked the revision box and included information in the reason for revision box.
3. When requesting an instructor code, please email a copy of the certificate(s) you received from the Train the Trainer/Approved Evaluator course, a copy of a current CPR card and a resume that includes a full address and preferred phone number to dph.bnatp@illinois.gov. Instructors may request the instructor code directly by email or the Program Coordinator may request it.
4. When you save a .pdf file using "Save" instead of "Save As," Adobe saves each change and appends them to the file, increasing the file size. By using the "Save As" function, you eliminate unused objects and accumulated changes. If you build your schedule slowly and click Save (or use the save icon in Adobe or the Save File button on the master schedule), your file size will slowly increase each time you save it. Many email programs limit the size of the attachments. IDPH emails will only send and receive files of 10 Mb or less.

In short: When building your schedule, choose "Save As." It will prompt you to overwrite your existing file, and that's okay. It will keep your file size smaller.

Thank you to Christi Wingate from the Bloomington Area Career Center for this information!

5. I will be out of the office from Wednesday, August 7th at 3:00 p.m. to Wednesday, August 14th at 8:30 a.m. volunteering as the camp nurse for a local children's camp.

Randy Carey-Walden, RN, MSN, CCM
Public Service Administrator
Illinois Department of Public Health
Training and Technical Support
525 W. Jefferson St. 4th Floor
Springfield, IL 62761
Phone: 217.785.5569
Fax: 217.557.3363
ross.carey-walden@illinois.gov