

Illinois Department of Public Health  
BNATP Monthly Update  
June 2019

1. First, I apologize for the confusion and delays that happened for those of you who sent emails to the dph.bnntp email address. I forgot to put an out of office notification on that email while I was on vacation the week before Memorial Day. I have processed all of the email received that week. If you were expecting a response and did not receive one, I did not receive the email. Please resend.
2. PLEASE! Include your program number in ALL emails to the Department.
3. I will no longer accept schedules in the wrong format. Instructions for completing the schedules has been sent to the Program Coordinators now for ONE YEAR! I am still receiving schedules via fax and schedules which have been scanned. The instructions for correctly downloading and completing the schedules is online at [nurseaidetesting.com](http://nurseaidetesting.com). The Master Schedule was also updated recently. Always go to the Internet before completing the next schedule to ensure you have the correct form.

*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.*

*If you use a browser to edit the Master Schedules, your schedules will always be in the wrong format. If you use a Chrome Book without the correct .pdf editor extension, your schedules will always be in the wrong format. There are dozens of .pdf readers available for free, include Adobe at <https://get.adobe.com/reader/>. If you have a Mac computer, you will have problems also unless you download the correct software. Contact your IT Department or IT expert in your program in order to correct these issues.*

*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.***

4. We are reviewing and revising the 21 skills to keep up to date with current research and best practices. If you have suggestions for change, please feel free to email me with the research or other information (clinical partner policies, etc.) that you have seen.

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