

Illinois Department of Public Health  
BNATP Monthly Update  
May 2019

1. PLEASE! Include your program number in ALL emails to the Department.
2. The Master Schedule has been updated and reformatted based on feedback we have received from Program Coordinators and others creating the schedules.

Please go to [nurseaidetesting.com](http://nurseaidetesting.com) → Coordinators & Instructors → Forms and download the newest version. Thanks to Bob Marlowe, Ruth Ann Henson and Beth Young for the work on the new format.

Note: If you are revising a schedule which was previously sent, you do not need to completely rewrite the revision onto the new schedule. Revise the version you used initially and use the new schedule moving forward.

3. There are *many* Corrective Action Plans for the 2018 Cluster Score Summary Reports still not received. Please send your CAPs to [dph.bnatp@illinois.gov](mailto:dph.bnatp@illinois.gov) no later than 5/31/2019. If you are unsure if you are required to submit a CAP, please email me with your program code(s).
4. Program Coordinators are responsible for ensuring that CPR cards for those teaching CPR are kept up to date. Scan and email updated copies from your instructors.
5. No reminders for refresher courses are sent by IDPH or SIUC. Instructors and Program Coordinators must keep track of the refresher requirement.
6. Training must be entered into the Health Care Worker Registry (HCWR). Attached is a .pdf file that shows the steps for accomplishing this. Every BNATP must have a Portal Registration Authority (PRA). Additional users of the HCWR can be added by the PRA. This includes secondary school programs.
7. The goal of the Education Coordinators (Ruth Ann Henson and Beth Young) is to help improve your programs. The purpose of the onsite visits is to ensure compliance with regulations and to identify areas where the Education Coordinators may be able to help with program improvement.

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