



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

BNATP Monthly Update February 2020

1. **Please do not send emails to** both the ross.carey-walden@illinois.gov and the dph.bnatp@illinois.gov addresses. I monitor both inboxes!
2. Vocational programs (private business/private school) are required to renew their certificate of approval from the Illinois Board of Higher Education (IBHE) annually. This must be sent to dph.bnatp@illinois.gov in order to continue your program approval. Failure to send this certificate annually will result in deactivation of your program. *I have only received one renewal certificate in the last six months. The Education Coordinators will be asking for the renewal certificate during monitoring visits.*
3. Apple computers are now set to use Apple Preview as the default .pdf viewer. It is not compatible with Windows systems. If you complete your schedule using Preview it will look fine on your computer, but it will be blank when opened on a Windows system. IDPH only uses Windows 10 and Office 365. Download Adobe Acrobat and use that free software to complete your master schedules.
4. Minor changes to the schedule such as cancellation of class due to weather or additions or cancellations in the near future can be sent via email. Multiple changes to the schedule or date/time changes, etc. that are more than a week away will require you to complete and send a revised Master Schedule.

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