



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

ANATP/BNATP Monthly Update November 2023

1. Beginning December 1, 2023, there will be a change in how Master Schedules are submitted. You will not receive feedback on the schedules except during monitoring visits and occasional spot checks. Here are the new instructions:

Email the schedule in pdf format to masterschedule@siu.edu. The file name MUST BE IN THE FOLLOWING FORMAT:

Program Code_Beginning Date of Class_Ending Date of Class. For example,

1056_20231101_20231215

If you revise a schedule, it must be in this format:

Program Code_REVISION_Beginning Date of Class_Ending Date of Class. For example:

1056_REVISION_20231101_20231215

Schedules sent to dph.bnarp@illinois.gov or to ross.carey-walden@illinois.gov will be rejected. Schedules not sent to the email address masterschedule@siu.edu will be considered not sent and not received and will be considered a violation of Title 77 Section 395.170 a).

2. When requesting an instructor code, send only the documents requested on the instructor code application form. I do not need nursing licenses, CPR provider cards (only instructor cards), etc. Please verify that the CEUs sent are actually accredited CEUs. Accredited CEUs with use the term "CEU" or "contact hours." They will also have information stating who the accreditation authority is. Training certificates and in-service certificates are not accepted. ***I will not provide approval for an instructor who does not have a Train the Trainer certificate unless the Program Coordinator applies for it. In other words, I will not give approval to individual nurses requesting approval based on education and CEUs.***
3. I am taking on a new role beginning November 1st. I am **not** leaving my role as program manager for the CNA programs. I am combining roles with the supervisor of the Health Care Worker Registry and merging those duties with my current one. While I am training for the new duties, I will be responding to emails in the mornings and training in the afternoon until I



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am comfortable with the new duties. I will not have email access most afternoons. Please be patient.

As always, do not hesitate to call or email with questions.

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