



ANATP/BNATP MASTER SCHEDULE
December 2023 - JUNE 2025

Program Number		Start Date	End Date
Program Type		Clinical Site #2 (S2)	
Program Name		Address	
Program Sponsor Phone		City	ZIP
Address		Phone	
City	ZIP	Clinical Site #3 (S3)	
Theory Site (T)		Address	
T Site Address		City	ZIP
City	ZIP	Phone	
T Phone		Misc Notes	
Theory/Lab Room #			
Program Coordinator (PC)			
PC Contact Phone			
PC Email			
Clinical Site #1 (S1)			
Address			
City	ZIP		
Phone			

Click on the envelope icon  or attach to an email masterschedule@siu.edu

*Do not use any software other than Adobe to complete this schedule. Do not alter the format.
The theory Site should be easily located add note if additional directions are needed.*

DO NOT SEND ANYTHING OTHER THAN SCHEDULES TO MASTERSCHEDULE@SIU.EDU

NOTE: Holidays in red are State of Illinois holidays and IDPH will be closed.

Program Number	Start Date	End Date	Clinical Group(s)
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Programs MUST deduct orientation to theory/lab/clinical, and breaktime from Hours Counted.

Theory 1 (T) Start Time	End Time	Hours Counted
Theory 2 (T2) Start Time	End Time	Hours Counted
Theory 3 (T3) Start Time	End Time	Hours Counted
Theory 4 (T4) Start Time	End Time	Hours Counted
Lab 1 (L) Start Time	End Time	Hours Counted
Lab 2 (L2) Start Time	End Time	Hours Counted
Lab 3 (L3) Start Time	End Time	Hours Counted
Lab 4 (L4) Start Time	End Time	Hours Counted
Clinical 1 (C) Start Time	End Time	Hours Counted
Clinical 2 (C2) Start Time	End Time	Hours Counted
Clinical 3 (C3) Start Time	End Time	Hours Counted
Clinical 4 (C4) Start Time	End Time	Hours Counted

- The program MUST follow the Allocation of Hours approved by IDPH.
- If the hours have changed submit a new allocation of hours form to IDPH.
- Lab hours are MANDATORY; minimum of 16 hours (subtract from theory content hours.)

Theory Content + Theory Lab = Theory Hours

Above is a breakdown of Theory hours into two parts the hours spent teaching content and the time students spend in skills lab.

Clinical Hours +

Total Program Hours =

Original Submission Enter Date Original Sent to IDPH

Revision Enter Date Revision Sent to IDPH

If submitting a revision, the reason must be stated below.

List all instructors with instructor codes in the table to the right. An instructor code issued by IDPH allows an instructor to teach theory, clinical, and Alzheimer's.

- Mark CPR only if instructor is teaching CPR. CPR instructor credentials **MUST** be on file at time of monitoring visit.
- Enter Pending in box if waiting on Instructor Code approval from IDPH.
- Enter "SC" for special content presenter, this must be approved by IDPH.
- Substitutes can be included here.

Instructor Name	Instructor Code	CPR

COMPLETION OF CALENDAR DAYS:

The program must follow the submitted MS unless notification of change has been sent.

- **Orientation** to the program, lab if applicable, and **clinical site MUST be entered** by noting Type of Orientation and time completing on the calendar day. These times do not count toward theory, lab, or clinical minimum hours.
- **Show CPR** (4 hours) and **Dementia** (12 hours) on the calendar days. If CPR is done outside of course check note in Misc. on P.1 and 4 hours may be deducted from allocated theory time on P.2.
- **ALL programs MUST enter lab days on calendar.**
- **Hybrid Programs: Face-to-face and online hours must be delineated** the calendar. Note face-to-face hours with an "F" and lab hours with an "L" on the calendar pages.
- Breaktime **MUST** be provided and subtracted from counted hours. A 20-30-minute meal break is expected if class is during mealtime in addition to breaks, see table to right for required deduction time.
- Must be submitted 15 business days before start date **DO NOT** send more than 30 days in advance.

CLASS TIME IN HOURS	MINIMUM TIME DEDUCTION FROM HOURS COUNTED	TIME DEDUCTION REQUIREMENTS
0.25 - 1.75	0.0	ANY break/mealttime provided to student must be deducted from hours counted. This means if you are providing time to use the restroom, get a drink/snack it should not be counted toward class time. If you provide more than the time minimum deduction listed this time must also be deducted from counted hours.
2.0 - 4.0	- 0.25	
4.25 - 6.5	- 0.50	
6.75 - 8.75	- 0.75	
9.0 - 11.0	- 1.0	
11.25 - 12.0	- 1.25	

Hour Conversion Key:
 15 minutes = 0.25 hours
 30 minutes = 0.50 hours
 45 minutes = 0.75 hours

Verification of Master Schedule requirements your check mark below signifies compliance.

I certify this schedule has been double checked for accuracy.

I certify the hours listed on P2 match the total hours plotted on the attached calendar pages.

WHAT YOU NEED TO KNOW

1. Schedules **MUST** BE SENT to masterschedule@siu.edu in proper format.
2. **DO NOT** SEND any OTHER ATTACHMENTS or REQUEST INFORMATION.
3. YOU WILL **NOT** RECEIVE A RESPONSE to your schedule submission.
4. **DO NOT** EMAIL DPH OR SIU asking if your schedule was received.
5. IF A SCHEUDLE IS NOT RECEIVED AT masterschedule@siu.edu the program will be cited for VIOLATION OF Title 77 Section 395.170 a.
6. **CLASS CANCELLATIONS** and **MINOR UPDATES NOT REQUIRING a REVISED SCHEDULE** go to dph.bnarp@illinois.gov.

WHERE TO EMAIL THE MASTER SCHEUDLE

SEND IN ADOBE pdf format to masterschedule@siu.edu.

HOW TO NAME THE MS FILE WHEN SAVED TO YOUR COMPUTER

ORIGINAL Schedules MUST be in this format:

Program Code _ Beginning Date of Class _ Ending Date of Class.

FILE NAME Example: 1056_20231101_20231215

NAMING REVISIONS & CANCELLATIONS

REVISED Schedules must be in this format:

Program Code _ REVISION _ Beginning Date of Class _ Ending Date of Class.

FILE NAME Example: 1056_REVISION_20231101_2023121

***CANCELLED classes MUST be in this format:**

Program Code _ CANCELLED _ Beginning Date of Class _ Ending Date of Class.

FILE NAME Example: 0095_CANCELLED_20240201_20240327

December 2023

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas	26	27	28	29	30
31						

January 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 Lincoln's Birthday	13	14	15	16	17
18	19 Washington's Birthday	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	

June 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Juneteenth	20	21	22
23	24	25	26	27	28	29
30						

July 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5 General Election Day	6	7	8	9
10	11 Veteran's Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving	29 Thanksgiving	30

December 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas	26	27	28
29	30	31				

January 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					