

APRIL 2024 PROGRAM COORDINATOR & INSTRUCTOR INFORMATION & UPDATES

What Is in This Update?

A broad review of current information about Code compliance affecting programs across the state. These issues are commonly seen on compliance visits. This information is **essential to Code compliance** and program success. Please **READ CAREFULLY** and give information to your instructors as applicable.

WHAT IS NEW THIS MONTH

1. **Recertifications no longer require skills testing.** Those recertifying can go directly to the nurseaidetesting.com site and apply to take the exam. Evaluator lists have been removed from the website and new instructions to CNAs to recertify have been added.
2. **Ensure your students understand that they are certified, not licensed, and that IDPH does not issue license numbers.** If your program issues a certificate of completion, they need to understand that that shows their successful completion of the program, but it does not make them a CNA. Consider revising any certificates to state that it is only a certificate of completion of the program and does not mean the individual is certified.
3. **PCs Check your program(s) 2023 Annual Cluster Score Reports at <https://www.nurseaidetesting.com/2023-annual-cluster-scores/>.** If the program does not meet goals set forth by IDPH a Corrective Action Plan for Low Cluster Scores **MUST** be submitted.

IN CASE YOU MISSED IT

NEW MASTER SCHEDULE, CHANGES to SUBMISSION of SCHEDULE

1. Schedules **MUST BE SENT** to masterschedule@siu.edu in proper format, **DO NOT** send any other emails to this inbox.
2. Send revisions and whole course cancellations to masterschedule@siu.edu. **Use file names shown below for new, revised, and whole course cancellations.**
3. **DO NOT** SEND any OTHER ATTACHMENTS or REQUEST INFORMATION.
4. YOU WILL **NOT** RECEIVE A RESPONSE to your schedule submission.
5. **DO NOT** EMAIL DPH OR SIU asking if your schedule was received.
6. IF A SCHEDULE IS NOT RECEIVED AT masterschedule@siu.edu the program will be cited for VIOLATION OF Title 77 Section 395.170 a.
7. **CLASS CANCELLATIONS and MINOR UPDATES NOT REQUIRING a REVISED SCHEDULE** go to dph.bnatp@illinois.gov. All questions should still be directed to Randy.
8. **See below for proper file name and format for MSs.**

HOW TO NAME THE MS FILE WHEN SAVED TO YOUR COMPUTER

The file name MUST BE IN THE FOLLOWING FORMAT:

Program Code_Beginning Date of Class_Ending Date of Class.

FILE NAME Example:

1056_20231101_20231215

WHERE TO EMAIL THE MASTER SCHEDULE

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

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

Program Code_REVISION_Beginning Date of Class_Ending Date of Class.

FILE NAME Example:

1056_REVISION_20231101_20231215

***If you CANCEL a whole schedule, it must be in this format:**

Program Code_CANCELLED_Beginning Date of Class_Ending Date of Class.

FILE NAME Example:

0095_CANCELLED_20240201_20240327

How To Correspond With IDPH

Subject Lines

Program code numbers MUST be included on ALL emails regardless of the topic (IDPH Update, July 2023.)

How to Reply

Do not start a new email. ALWAYS reply to the original email to preserve the email thread.

Example: if you request a delay in sending a Master Schedule, please send the schedule attached to the same email where you received the approval.

Emails or voicemails from IDPH and personnel at the SIUC Nurse Aide Testing office (NAT) **must receive a response** or an out of office reply with a return to office date shown

Where to Send

Randy Carey-Walden at IDPH -- Email: dph.bnatp@illinois.gov

Do not send Master schedules to this address as of Dec. 1, 2023.

Program Coordinator (PC) Information & Duties

Review Monthly Updates Posted on NurseAideTesting.com Under IDPH Updates

It is the **Program Coordinator's responsibility** to **review updates** each month and to **notify instructors** of any **applicable change(s)**. [Click Here to find Monthly Updates from IDPH](#)

Where to Store Updates

These updates must be kept in the Monitoring Visit Binder for review on monitoring visits.

Why is a Program Required to Have a Program PC?

The PC is a point of contact for all things related to the program(s).

Compliance/Violations for Monitoring Visits & Document Requirements for Programs

Documents must be readily available within five minutes of the Education Coordinator's arrival. A program that does not have the required documents ready will be placed on an automatic Corrective Action Plan (CAP). See [Section 395.190 Denial, Suspension, and Revocation of Program Approval \(BNATP Only\)](#) for process. See [Required Documentation Letter](#) from IDPH for current requirement.

Monitoring Visit Clarification

Violations of the Administrative Code on the first visit that result in a Corrective Action Plan (CAP). If, upon subsequent visits, there are violations of the same nature, regardless of the time elapsed between visits, the program will be placed on probation for 180 days.

During that 180-day period, there will be another unannounced visit. If violations of the same nature are found during that probationary period, your program will be revoked for two years.

Be Thoroughly Familiar with the NAT Website: www.nurseaidetesting.com

All forms, etc. needed for program operation are on this website under the **Coordinators & Instructors** tab. Information includes Administrative Code requirements, Program Coordinator Training Guide, Voucher Purchase, IDPH Updates, etc.

Be Knowledgeable About Program Standards & Administrative Code Requirements

-Part 395 is extremely specific to what the program requirements are. Link to Administrative Codes: <https://www.nurseaidetesting.com/program-coordinators-instructors/information/>

Program Coordinator Guide

Program Coordinators should review the Program Coordinator Training Guide periodically. ("Administrative Code requirements. Program Coordinator Training Guide ...") Link: <https://www.nurseaidetesting.com/program-coordinators-instructors/bnatp-forms/>

PCs/Instructors That Have Not Taken Train the Trainer

Program Responsibility Regarding PC/Instructor Training Requirements

PCs and instructors must be versed in the Administrative Code, program requirements, and program standards. Please use the [Program Coordinator Training Guide](#) and review the [Administrative Code](#). Link: [Section 395.165 Program Coordinator](#) (BNATP Only) of the Illinois Administrative Code for duties and responsibilities.

Program Renewal

Programs Are Valid for Two Years Only

No program application is required.

How to Request Reapproval

Programs must **notify the Department** at dph.bnatp@illinois.gov if there have been any **previously unapproved changes** to documents a program would submit for program approval. **These documents include** credentialing documentation, objectives & content, textbook information, evaluation tools, clinical site agreements, final exam, and the course syllabus.

What NOT to Send

Please **do not send** updated **RN licenses** as those may be obtained online. **CPR cards do not** need to be sent to IDPH. Keep CPR cards on file in your program binder for review by the Education Coordinators on site monitoring visits.

Vocational Programs ONLY

Vocational Programs MUST renew with IBHE annually and send the approval certificates from IBHE for the two years to IDPH for program renewal. Proof of approval certificate must be available for monitoring visits.

Program Changes

Note: changes must be approved within 30 days of the change. If there have been no changes made to the program, send an email stating this with a request for program reapproval.

For Multiple Program Sites

If the **program sponsor has multiple program sites** with the next renewal request that all the sites be renewed at the same time. This will make it easier to remember and it can be done at the same time every two years.

About the NEW Master Schedule (MS)

Changes That DO NOT REQUIRE a Revised Schedule Sent To IDPH

Changes must be made to MS onsite copy for inspection:

Clinical site changes to a secondary site already listed on a schedule.

- A. Addition or deletion of an instructor (please do not email IDPH, change local copy (IDPH Update, July 2023))
- B. Change in CPR instructor or company that provides CPR.
- C. Short notice cancellations such as a snow day, instructor illness, or clinical cancellation due to a facility being in survey, in outbreak, etc. Notification by email is sufficient.

Schedule Changes That DO Require a Revised Schedule Sent IDPH

- A. Cancellations of theory or lab sessions of more than 7 days in the future.

B. Changes in starting or ending dates (revise the calendar with changes as well).

Revision Requirements on the MS

Please click the revision box and include the reason for it. For minor changes or use of a makeup day, an email noting the change may be sent to IDPH without submitting a revised schedule. Build makeup days into the schedule to accommodate unexpected changes to your MS (weather, instructor absence; etc.) This reduces the number of revised schedules needed. Send with correct file name (see above) to masterschedule@siu.edu.

What to Do About Last-minute Schedule Changes

Last-minute schedule changes such as cancelling a class due to illness, etc. can be communicated via email. This is for any changes within the next few days. Any future changes in the schedule more than a few days away must be noted on a revised schedule.

What If the Program Conducts Class Online Related to Quarantine Situation?

You do not have to have a separate hybrid program approved if you are going to hold classes online only temporarily (such as during quarantine situations). You **MUST** send an email to dph.bnntp@illinois.gov note what dates you will be online.

Vocational programs (Private Businesses)

Vocation Programs **MUST** receive approval from IBHE before using online modality without full approval.

Requirement for Entering Lab Hours on the MS (Jan. 1, 2023)

There is a **minimum requirement of 16 face-to-face lab hours** for those who only offer the minimum required 80 hours of theory. **ALL programs** must begin separating theory hours from lab hours and enter the total number of lab hours on page two of the MS. Plot on MS Calendar if you are a hybrid program. Traditional face-to-face programs do not need to be plotted on the calendar.

What if the Program Conducts Skills Lab at a Different Location than Theory?

Specify this in the notes section on the MS. Lab room numbers, if different, should be placed on page 1 of the MS. The MS Calendar must include days and hours the lab will be conducted (Hybrids.) Not doing this is a Code violation.

How do I address CPR Instructors on the MS?

CPR instructor(s) must be named on the MS. If the instructor is not teaching, CPR does not check CPR. An individual or a group who is certified to teach CPR does not need IDPH approval. An instructor code will not be issued. The name of the individual or company should be listed in the instructor section on the MS.

List only instructors and their codes. **CPR is the only check box left.** Enter the instructor or the company that is providing CPR instruction and check that box. If you have someone who wishes to teach special content (SC), they must be approved by IDPH although they will not receive an instructor code. Enter that instructor on the MS with (SC) after their name.

Any instructor checked on the MS as teaching CPR must have a CPR Instructor Card on file and available on request during the monitoring visit. Valid CPR Instructors must be certified through the American Heart Association (AHA) or Red Cross.

When should the MS for a Class be Sent?

Schedules must be received in the correct format **15 business days before the start of your class unless you have made a prior arrangement with me to send a late schedule. Do NOT send MSs more than 30 days in advance. Any delay will result in a citation for non-compliance.**

How to enter hours on the MS?

Hours counted are consistently wrong. If, for example, a class is from 0900- 1500 (6 hours) with two fifteen-minute breaks and one thirty-minute lunch. Breaks are subtracted to find total hours counted. 6 hours – 1 hour break time = 5 hours counted.

On your calendar pages, there must be enough theory days that, when multiplied by the hours counted, add up to your total theory hours. Using the example above, there would have to be 16 theory days (5 hours x 16=80) if you are providing only 80 theory/lab hours. Please double check your schedules before submitting MSs! Submission of **INACCURATE** information is a Code violation.

Theory Dates on MS Calendars

These **MUST** add up to the total number of hours for which your program was approved. Using the example above, if you have 80 theory/lab hours, you will have to have 23 class times to equal 80 hours.

Orientation to Theory, Lab, and Clinical Site

This DOES NOT count toward required hours. Please show on the MS when orientation will be, and the time spent on the calendar pages of the MS.

What Counts as Clinical Hours per the Administrative Code?

Clinical preconference and clinical post-conferences **CAN** be included in your instruction time on your MS as part of the clinical hours if desired. Orientation time to site does not count.

Breaks and Mealtime and the MS

When completing the MS use the table below to see how much break time will be deducted for meals and breaks. The rule is for every two hours of class there will be a minimum amount of time deducted from hours counted as shown below. **Programs can schedule the applicable break time as they wish during theory/lab/clinical time.** Break time will be automatically deducted from hours counted on a monitoring visit and, if the program falls below minimum hour requirements, the program will be cited and will be required to make up the hours. See MS Instructions located on the Forms page: [Master Schedule Instructions](#)

CALCULATION OF BREAKS/MEALTIME & HOURS COUNTING TOWARD MINIMUM REQUIRED HOURS A program must show that the students are being provided breaks/meals during theory/lab/clinical hours. Early class dismissal in lieu of breaks is prohibited. This is done by subtracting the total break time from the hours the program is counting.	CLASS TIME IN HOURS	MINIMUM TIME DEDUCTION FROM HOURS COUNTED	TIME DEDUCTION REQUIREMENTS
<ul style="list-style-type: none"> The amount of time deducted is based on the following rule: 15-minutes of time MUST be deducted for every two hours of class time. The structure of the breaks is up to the program during the class time but MUST be at least every two-hours. A 20–30-minute uninterrupted meal break is expected to be provided if class time is during normal meal hours in addition to breaks. 	0.25 - 1.75	0.0	ANY break/mealtime 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.
	2.0 - 4.0	- 0.25	If you provide more than the time minimum deduction listed this time must also be deducted from counted hours.
	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		

Acceptable Format for MS is ADOBE READER.

How to set Acrobat Reader DC or Acrobat DC your default PDF Program

To open and complete Master Schedules, you must use Adobe Acrobat. To set up your computer to use this program, click this link: [Adobe Acrobat as Default Program Instructions.](#)

Are MSs Approved?

IDPH **does NOT** “approve” MSs. Randy reviews them briefly for any obvious errors. If there is something questionable, they are sent back for revision. Otherwise, a thank you email acknowledging receipt will be sent. Over 2500 schedules a year and approximately 600 revisions are sent to IDPH/year and every detail of your schedule cannot be reviewed. MSs are reviewed thoroughly on monitoring visits. Any errors noted may require correction and future schedules should not have the same errors.

Information Regarding Students

Who can register to take the BNATP program?

Effective January 1, 2023, programs can now admit students with an Individual Taxpayer Identification Number (ITIN). The Health Care Worker Registry (HCWR) has been programmed to accept ITINs and the certification exam will allow you to enter an ITIN on the roster. **Bear in mind that an ITIN does not give an individual work authorization, nor does achieving a CNA certification. It would be best practice to include counseling for those students that may not be able to legally work after completing a BNATP and achieving certification.**

To be submitted on a roster, a student **MUST have a valid social security number or ITIN #.** Each program site **MUST** have a copy of the SS Card or ITIN on file (the first five numbers can be redacted per IDPH) There are **No Exceptions** to this and no waivers. The student must be at least 16 years of age, of temperate habits and good moral character, honest, reliable, and trustworthy. The student must be able to speak and understand English. For information on this topic, see [Program Coordinator Training Guide – Social Security Information](#)

Long-Term Care Facility Programs

Long-term care facilities that have a BNATP cannot charge a student for any portion of their

training, **nor can they request repayment if the CNA leaves employment.** This is a violation of 42 CFR 483.152 and Illinois Administrative Code Title 89 Section 140.539. Facilities are also required to reimburse a student who has paid for and completed a BNATP elsewhere within the first year of certification. Costs can be recovered by requesting reimbursement through HFS on the facility's Medicaid Cost Report on HFS Form 2310. No individual who is employed by, or who has received an offer of employment from, a facility on the date on which the individual begins a Basic Nursing Assistant, Developmental Disabilities Aide, Basic Child Care Aide or Habilitation Aide training program may be charged for any portion of the program (including any fees for textbooks or other required course materials).

This provision applies whether the facility requests Medicaid reimbursement for the training, the individual fails the competency exam or leaves employment. Link to the code: [Administrative Code -- Reimbursement](#)

Proficiency Examination

Calculator for State Exam

There is now a calculator function within the certification exam. It appears as an icon in the menu bar (IDPH Update, August 2023.)

PCs and Creating a Roster

The Program Completion Date on a roster is the date the student completed the program. A roster must be submitted to the INACE program within 30 days of program completion.

Fee Schedule 2023 (IDPH Update, July 2023)

The fees for testing were increased as of July 2023. A link to the Fee Schedule contained on the Nurse Aide Testing website is included here: [Fee Schedule 2023 | Illinois Nurse Aide Testing](#)

Number of Times a Student Can Sit for Exam

A student who has completed an approved BNATP shall be allowed **three opportunities to pass** the written competency examination **within 12 months from** the program completion date. If a student is a No Show for the examination, it does not count towards their three opportunities to test. If the student fails the examination three times within that one-year period, they will be required to complete a CNA training program again.

Please Ensure Your Students Understand That They Are Certified, Not Licensed

IDPH does not issue license numbers, certificate numbers, licenses, or certificates. If your program issues a certificate of completion, they need to understand that that shows their successful completion of the program, but it does not make them a CNA. We receive dozens of calls and emails daily from employers who are providing graduation/completion certificates as proof of certification. **All students must take and pass the certification exam before they are considered a CNA.** Please consider revising any certificates to state that it is only a certificate of completion of the program and does not mean the individual is certified.

Health Care Worker Registry (HCWR)

Are student training dates being entered into the HCWR?

ALL program types MUST create entries into the HCWR entering the training start and end dates

under the Work History and Training field. This is an Administrative Code requirement. If a student fails or drops a program, the end date can be left blank or the last date of class attendance may be entered here.

The training dates should be entered under the Work History and Training field and the Position Type to be used is “**Access Worker Training Program**,” not Technical, Unlicensed Health Care which should be used by employers.

Providing this information allows the HCWR to contact the program should a disqualifying offense come up while the student is in the program. **Programs who do not enter the training history into the registry will be Cited on IDPH monitoring visits.**

Health Care Worker Registry How to Videos:

<https://www.nurseaidetesting.com/registering-for-access-to-the-idph-web-portal/>

<https://www.nurseaidetesting.com/how-to-access-the-hwcr-to-initiate-a-background-check/>

<https://www.nurseaidetesting.com/entering-student-training-dates-into-the-hwcr/>

<https://www.nurseaidetesting.com/how-to-reprint-or-withdraw-a-livescan-request-from-hwcr/>

When should student background checks be completed?

The PC will have students submit, **on or before the first day of class**, proof of fingerprint collection and review students’ results of fingerprint background checks as received, before the start of class and up until the first day of clinical.

Students who have NOT received results prior to clinical or who do not have a clear background check will be dismissed from the course. Students who are applying for a waiver will not be admitted to the course and must reapply when a waiver is granted.

All A/BNATPs must check for a FEE_APP or CAAPP entry on the HCWR before enrolling a student (IDPH Update, August 2023.)

If there is a disqualifying conviction, that student **CANNOT** enroll until s/he has obtained a waiver. It is the student’s responsibility to contact the HCWR to inquire about a waiver. If there is no background check on file, fingerprints must be obtained **BEFORE** the first day of classes. Program Coordinators or a designee must check weekly on each student to ensure that no disqualifying convictions appear. If a student does have a disqualifying conviction, the student must be immediately disenrolled. The student cannot continue any portion of the course until a waiver has been granted. **It is the program’s responsibility to counsel students on disqualifying convictions and the consequences. You are required to have a policy in place that mirrors language in Title 77 Section 955.165 and Title 77 Section 395.171 (Sept. 2023, IDPH Update.)**

What To Do: (Sept. 2023, IDPH Update)

1. Check the HCWR for enrolling students. If they already have a background check with no disqualifying convictions, you need do nothing else. You do not need to continue checking the HCWR.

2. If there is no entry in the HCWR, create one and initiate the background check. Check the student weekly until the background check has been completed. If there are no disqualifying convictions, you need do nothing else. You do not need to continue checking the HCWR.
3. If there are disqualifying convictions, disenroll the student and have them contact the HCWR at dph.hcwr@illinois.gov to find out what to do to receive a waiver. **Students cannot continue in any portion of the A/BNATP with a disqualifying conviction.**

What if the student has already had a background check completed

“Program Coordinators should first check the HCWR to see if the student is already on the registry.” [Program Coordinator Training Guide – Fingerprint Background Check.](#) search the Registry using the public search, click this link: [HCWR Public Registry Search](#)

If FEE_APP or CAAPP appears under the IDPH Determination of Illinois State Police Background Check field, there is no need to complete another background check. If either of the above appears under the field with a date, subsequent convictions will be loaded automatically into the HCWR. Students who do not have this entry must have their fingerprints collected by an Illinois State Police approved LiveScan vendor.

What if a student’s background check has a disqualifying conviction?

Students who have disqualifying convictions **CANNOT** enter an A/BNATP without an approved waiver. **Waiver applications take 8-10 weeks** to process and an application for a waiver does **NOT** mean a waiver will be approved. The student should be asked to submit the waiver application and reapply to the A/BNATP if a waiver is granted. ([Program Coordinator Training Guide – Waiver Information](#)) It is **not** the PCs responsibility to help with the processing of a waiver. Link to [Health Care Worker Background Check – Administrative Code](#).

National Background Checks for Students

Beginning January 1, 2024, Illinois will begin national background checks for any new entries to the Health Care Worker Registry. **It may be** much later in 2024 before **this is** fully implemented. **A delay in implementation by IDPH and the HCWR does not mean a delay in the increased cost, estimated to be between \$60 and \$100 per student. It is likely that you will not see the full results of the national background check until after a student completes a program (Nov. 2023 Update.)**

The background check process from the A/BNATP points of view will be no different. This is a new process for the Illinois State Police, IDPH attorneys, and HCWR personnel. Your process remains the same (Nov. 2023 Update.).

Secondary Students and Background Checks

Secondary programs should **NOT** be doing background checks. If your administration or facility is saying you need to do it, contact Randy Carey-Walden at IDPH for assistance.

Background Check Policy for Secondary Handbook or Syllabus

Secondary schools are exempt from a fingerprint based criminal records check. However, all students' training dates must be entered into the HCWR to meet IDPH compliance. Secondary students or guardian (if minor) must complete an Authorization and Disclosure Form to have the required information added to the HCWR to input training dates of course. A fingerprint-based criminal history records check is required for the individual to work as a direct access

State Exam Reports and Results

Cumulative Cluster Score Summaries for the Program

Cluster scores from 2016 to present are online. Cluster scores by program code can be found at the Nurse Aide Testing website or by using this link: [Cluster Score Results](#).

About Cluster Score Summaries and the Goal for the Program

If the first-time pass rate (FTPR) is 90% or greater, no Corrective Action Plan (CAP) regardless of the cluster scores. The first-time pass rate on the cluster scores does not trigger a Corrective Action Plan (CAP) if all the other metrics have been met or exceeded the goal.

Programs with cluster scores below goals and a first-time pass rate below 70% will be denied for new locations or hybrid programs. “Programs that cannot increase the FTPR within two years will be revoked.” (“ANATP/BNATP Monthly Update July 2022 - Nurse Aide Testing”) Programs providing the minimum hours requirement of 80/40 may have to increase hours of instruction to support students in being more successful on the certification exam.

Cumulative Cluster Score Breakdown of State Exam by Duty Area

Number of Test Questions	Duty Areas	% Correct Goal
12	Communicating Information	50%
22	Performing Basic Nursing Skills	70%
16	Performing Personal Care Skills	70%
16	Performing Basic Restorative	70%
4	Providing Mental Health & Social	50%
5	Providing Resident’s Rights	50%
	OVERALL GOAL 1ST TIME TESTERS	70%

How to Review Duty Areas Related to State Test Questions

Go to INACE > PC Login > Reports > Program Cluster Score Summary Report > Check Show Clusters Box > Uncheck All Instructors if Selecting a Specific Instructor Code and Check Instructor Code for Reports Specific to Instructors > Enter Date Range > Search. If the report does not give the breakdown of each task and you only see a basic report of overall data, you did not select the “Show Clusters” box.

Go to NAT Website - Coordinators & Instructors – Test Item Development (Scroll down toward bottom of page) - Task Analysis Sheets - [Duty Area Task Analysis](#) (These correspond to the duty areas listed above lettered A, B, C, D, E & F). The Task Analysis lists the knowledge, skill and attitudes of a nursing assistant related to each duty area.

Hybrid Program Types

Is The Program Providing Online Learning Currently? If So, Has the Program

Applied for a Hybrid Program Code in Addition to the Face-To-Face Program Code?

Programs wishing to support an online teaching presence **must** apply for a hybrid program. Providing hybrid courses without IDPH approval of a hybrid course or providing simulated clinicals will result in probationary status for your program and revocation of program approval. (“ANATP/BNATP Monthly Update July 2022 - Nurse Aide Testing”) Vocational programs must receive IBHE approval before IDPH can approve your hybrid program. (“ANATP/BNATP Monthly Update April 2021 - Nurse Aide Testing”) [Click Here for Application](#). Programs with cluster scores below goals and a **first-time pass rate below 70% will be denied** applications for new programs (new locations or hybrid).

Hybrid Programs & the MS

PCs MUST place a note on page one of the schedules informing us from where the hybrid program will be taught. If there is no notation, we will assume that the instructor(s) will be present on site. Hybrid programs **MUST** state on every MS on page one what type of platform is being used to deliver content. If you are using a third-party platform, this must be stated also.

Information on Instructors and Approval Process

RNs Wishing to Teach Who Have Not Completed the Train the Trainer course

The **PC at the program the RN will be teaching must apply for the approval to teach** as well as apply for the instructor code. Approval for an instructor who does not have a Train the Trainer certificate **WILL NOT** be provided 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.

RNs Who Have Completed Train the Trainer

They can obtain their instructor code independently. Complete the form at the link below. Supporting documentation required is listed on the form, only send what is listed. [Instructor Code Request Form](#)

What Are the Requirements for New Instructors?

Nurses who have **not taken** a Train the Trainer (TtT) course **MUST have** completed a BSN (Bachelor of Science in Nursing) or higher degree before approval to teach is granted. Credentials will be granted only if hired by an A/BNATP. Instructor credentials based on education and Alzheimer’s CEUs **will NOT** be provided **to individual instructors**. The instructor must be hired by a program that will assume training of the instructor.

Required CEUs

CEUs for nurses who have been hired based on education and do not have a Train the Trainer course **MUST be accredited**. The CEU (Continuing Education Units) certificate must show the accreditation body (any state board of nursing, ANCC (American Nurses Credentialing Center), ANA (American Nurses Association), etc.). Check on the accreditation before taking any courses toward CNA instructor approval. The CEU certificate **MUST** show the number of CEUs awarded. This is stated as “continuing education units,” “CEUs,” or “contact hours.” Any CEU accepted as continuing education for RNs toward licensure is acceptable.

Exceptions for CEUs

RNs who are approved instructors in an accredited LPN or RN program do not need to complete CEUs for instructor approval to teach in a BNATP. Send only their resume/CV and the instructor code request form.

What PCs Must Send for Instructor Approval

When requesting an instructor code, send only the documents requested on the instructor code application form. Do not send nursing licenses, CPR provider cards (only BLS Instructor cards),

Please verify that the CEUs sent are 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.

Send the information to dph.bnntp@illinois.gov for review and approval. [Program Coordinator Training Guide – Procedure to Request Instructor Approval](#). Send the information to dph.bnntp@illinois.gov for review and approval.

What the PC Should Verify related to CEUs

Please check the CEUs provided to you by potential instructors. ALL CEUs must be for Alzheimer’s and related dementias. Ensure that the correct number of CEU hours are included (four are required) and that the topics are correct. IDPH has received numerous instructor code requests with missing information (IDPH Update, July 2023.)

What Not to Send to IDPH When Requesting an Instructor Code

Please **ensure that instructor code requests include only the documents requested** on the instructor approval request form. **DO NOT send nursing licenses, transcripts, driver’s licenses**, etc. Please **ensure that all CEUs are accredited with at least four CEUs** (IDPH Update, March, 2024.)

When requesting instructor codes, include the instructor code request form and only the required documents listed on the form! IDPH continues to receive copies of BLS Provider cards, nursing licenses, college transcripts, etc. These are **NOT** required. (IDPH Update, July 2023.)

Instructor Approval Letters

Since all instructors must be approved for theory, lab, skills evaluation and clinicals, the letter will simply state that the instructor is approved. It will no longer be broken down into approval dates for the distinct categories of instruction. The instructor code will still be in the upper right corner of the approval letter.

CPR will no longer appear on the approval letter. CPR credentials and student CPR certifications will be checked during monitoring visits (IDPH Update, July 2023.)

Program Sponsor Responsibilities for New Instructors with No Training

A BSN (Bachelor of Science in Nursing), MSN or higher credentialed instructor who received an instructor code without taking a Train the Trainer course is **NOT absolved** from being knowledgeable about program standards, operation or [Administrative Code requirements](#). the hiring program handles training new instructors hired under these provisions and are expected to be familiar with and follow all codes and regulations.

Contact Emails

Education Coordinators:

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Operation of Power-Driven Patient Lifts Information

The Department of Labor (DOL) requires that employers provide a handout to CNAs under 18 years old. Questions about this should be directed to the Department of Labor or to the facility. This is part of the handout from the DOL found at [Field Assistance Bulletin No. 2011-3](#)

Assisting in the Operation of Power-Driven Patient/Resident Hoists/Lifts Under the Child Labor Provisions of the Fair Labor Standards Act (United States Department of Labor, 2011). Excerpt from Attachment A

After you have successfully completed the 75 clock hours of nurse's aide training required by the Federal Nursing Home Reform Act from the Omnibus Budget Reconciliation Act of 1987, or a higher state standard where applicable, and have successfully completed the nurse's aide competency evaluation detailed in the federal regulation found at 42 CFR (Code of Federal Regulations) § 483.154, or a higher state standard where applicable, you may perform the following tasks while assisting an adult employee in the operation of power-driven patient/resident lifting devices:

- You may set up, move, position, and secure unoccupied lifting devices by yourself.
- You may only assist in the lifting or transferring of patients/residents using power-driven hoist or lifts as part of a trained team that is led by an adult employee.
- You may never engage in such activities by yourself until you are at least 18 years of age. As the junior member of the lifting team, you may assist a trained adult employee while he or she is engaged in attaching slings to and un-attaching slings from lifting devices prior to and after the lift/transfer of the patient/resident is completed.
- You may assist a trained adult employee in operating the controls that activate the power to lift/transfer the patient/resident.
- You may act as a spotter/observer and may position items such as a chair, wheelchair, bed, and commode under the patient/resident who is being lifted/transferred.
- You may assist a trained adult employee when he or she is simultaneously engaged in "hands on" physical contact with the patient/resident during the lifting/transferring process, such as placing or removing the sling, including pushing or pulling the sling under/around the patient/resident; adjusting the sling under/around the patient/resident; and manipulating the patient/resident when placing, adjusting, or removing a sling under/around the patient/resident.
- You may assist a trained adult employee while the adult employee is simultaneously engaged in manipulating, guiding, rotating, or otherwise maneuvering the patient while the

patient is being lifted/transferred.

- You may assist a trained adult employee while the adult employee is simultaneously pushing, pulling, or rotating lifting devices when the device is engaged in the process of lifting/transferring a patient/resident.
- You may only assist in the "hands-on" activities discussed above and may not engage in them by yourself.

Reference

U.S. Department of Labor, Wage and Hour Division. (2011). Assisting in the operation of power-driven patient/resident hoists/lifts under the Child Labor Provisions of the Fair Labor Standards Act. Retrieved from https://www.dol.gov/whd/FieldBulletins/fab2011_3.htm