ADVANCED & BASIC NURSING ASSISTANT TRAINING PROGRAM MASTER SCHEDULE
August 2026 - July 2027

Fields marked with asterisk (*) are required.

PROGRAM INFORMATION

Program Code Number*:

Program Expiration Date:

COURSE INFORMATION

Start Date (mm/dd/yyyy)*:

End Date (mm/dd/yyyy)*:

PROGRAM TYPE

Traditional: Face-to-Face

Hybrid: Online/Face-to-Face

PROGRAM SPONSOR

Name*:

Address*:

City*: ZIP*:

Phone*:

PROGRAM COORDINATOR

Name*:

Email*:

Phone*:

Completed Train-the-Trainer*: Yes No

and/or have two years theory teaching experience in a BNATP or accredited nursing program*: Yes No

NOTES

THEORY SITE (T)

Site Name*:

Building Name (If Different):

Theory & Lab Room Number(s)*:

Address*:

City*: ZIP*:

Phone*:

Directions to Easily Locate Theory Site:

CLINICAL SITES (S)

Site 1* (S1)

Name*:

Address*:

City*: ZIP*:

Phone*:

Site 2 (S2)

Name:

Address:

City: ZIP:

Phone:

Site 3 (S3)

Name:

Address:

City: ZIP:

Phone:

MASTER SCHEDULE – PAGE 2

Program Code Number: T Site Name:

Start Date: End Date: Number of Student Clinical Groups*:

Theory Session	Start Time	End Time	Hours Counted
Theory 1 (T1) *			
Theory 2 (T2)			
Theory 3 (T3)			
Theory 4 (T4)			

Skills Lab Session	Start Time	End Time	Hours Counted
Skills Lab (L1) *			
Skills Lab (L2)			
Skills Lab (L3)			
Skills Lab (L4)			

Clinical Session	Start Time	End Time	Hours Counted
Clinical 1 (C1) *			
Clinical 2 (C2)			
Clinical 3 (C3)			
Clinical 4 (C4)			

Theory Content Hours Provided (Minimum 62)*:

+ Skills Lab Hours Provided (Minimum 18)*:

+ Clinical Hours Provided (Minimum 40)*:

= Total Program Hours Provided (Minimum 120): 0

☐ By checking this box, I certify that this schedule has been verified for accuracy, and that the total hours plotted on this calendar match the program hours listed here.

Original Submission Date*: Revised Submission Date:

Note Reason for Schedule Revision Below:

MASTER SCHEDULE – PAGE 3

Program Code Number: T Site Name:

Start Date: End Date: Number of Student Clinical Groups*:

INSTRUCTOR SECTION COMPLETION INSTRUCTIONS

- Check CPR only if the instructor is teaching and has current eCard on file for monitoring visits.
- If the instructor is awaiting IDPH approval enter “Pending” for Instructor Code.
- Special Content (SC) presenters must be approved by IDPH, enter “SC” for instructor code.
- Substitutes may be included.
- If instructors are added or are no longer teaching, note the change in the current schedule in the binder. A revised schedule is not required for this change.

INSTRUCTOR NAME (Row 1*)	**INSTRUCTOR CODE** (Row 1*)	**CPR INSTRUCTOR**
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

PROGRAM REQUIREMENTS, CALENDAR COMPLETION & SUBMISSION REQUIREMENTS

- **Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.**
- The Master Schedule must be followed unless a change is reported to dph.bnatp@Illinois.
- Orientation to theory, lab if applicable, and clinical must be entered on the calendar listing type and time. Orientation does not count toward required hours.
- Lab must be entered on the calendar or noted on page one if theory and lab are integrated.
- Hybrid programs must identify face-to-face (F) and lab (L) days on the calendar.
- Only use Adobe software to complete the schedule. Do not alter the format.

NAMING & SUBMITTING THE COURSE MASTER SCHEDULE

1. **File Naming Requirements:**

    - **ORIGINAL SCHEDULES:** Program Code_Start Date_End Date

      Example: 1056_20271001_20271220

    - **REVISED SCHEDULES:** Program Code_REVISION_Start Date_End Date

      Example: 0095_REVISION_20270910_20280502

    - **CANCELED SCHEDULES:** Program Code_CANCELED_Start Date_End Date

      Example: 0101_CANCELED_20270815_20280430

2. **Submission Time Frame:** Send at least **15 business days prior to** course **start date.**

3. **Email Specifics: Do Not send unrelated attachments** or informational replies. Confirmation of receipt will be sent upon submission.

4. **Routine Submission & Revisions:** All master schedules and formal revisions must be sent in **Adobe PDF format** directly to **masterschedule@siu.edu**. Use the envelope icon button below to submit the schedule, or save and attach it to a standard email.

Click the envelope icon to SUBMIT the schedule to masterschedule@siu.edu

5. **Urgent Short-Term Changes:** Class cancellations or minor updates occurring **within the next two weeks Do Not require a full schedule revision.** Email these short-term modifications directly to dph.bnatp@illinois.gov, and update the schedule in the binder at theory site.

6. **Long-Term Changes:** Any schedule modifications requested **more than two weeks in advance** cannot be emailed as an update; **requires a formal, full schedule revision,** named as stated above, to be submitted to **masterschedule@siu.edu** and put in the binder at the theory site.

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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					

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 **Labor Day** **IDPH Closed**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 **Columbus Day** **IDPH Closed**	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 **General Election Day** **IDPH Closed**	4	5	6	7
8	9	10	11 **Veterans Day** **IDPH Closed**	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 **Thanksgiving** **IDPH Closed**	27 **Thanksgiving** **IDPH Closed**	28
29	30					

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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** **IDPH Closed**	26
27	28	29	30	31		

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 **New Year's Day** **IDPH Closed**	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 **Martin Luther King Day** **IDPH Closed**	19	20	21	22	23
24	25	26	27	28	29	30
31						

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

February 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 **Lincoln's Birthday** **IDPH Closed**	13
14	15 **Washington's Birthday** **IDPH Closed**	16	17	18	19	20
21	22	23	24	25	26	27
28						

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

March 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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			

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

April 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

May 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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 **Memorial Day** **IDPH Closed**					

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

June 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 **Juneteenth** **IDPH Closed**	19
20	21	22	23	24	25	26
27	28	29	30			

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.

July 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 **Independence Day** **IDPH Closed**	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

Note: IDPH Holidays will be shown in red on the calendar and labeled IDPH Closed.