Easy Steps- Training Program Walkthrough

- **Helpful Tips And Hints**
  - Refresh- F5
  - Right click to access print and back options
  - Ctrl + p to print
  - Ctrl + d to bookmark page
  - Adobe Acrobat Reader is required
    - Download from Ohio STNA homepage
  - Remove header/footer
    - Open Web Browser
      - Choose file
      - Page setup
      - Margins & header/footer
      - Make sure all headers and footers are set as blank

- **Creating Tabs for quicker access**
  - Go to WebETest Start Page
    - Right click on Training Program/Instructor
    - Click open in New Tab
  - Repeat steps for Test Site and Sponsoring Facility buttons

- **Saving Tabs**
  - Click on Training Program/ Instructor tab
    - Right click your address bar and copy
    - Go to Tools
      - Click on Internet Options

- o Under home page, paste address bar on next available line

    - ▪ Click OK

- o Repeat steps for Test Site and Sponsoring Facility Tabs

- o After doing this, every time you open your web browser, the tabs will automatically generate

- **Temporary Internet Files**

    - o Go to Tools

        - ▪ Click on Internet Options

    - o Under the General tab

        - ▪ Browsing history

            - • Click on Settings

        - ▪ Choose the option that says "Every time I visit the Webpage"

    - o Click OK on both screens

- **Data Transfer**

    - o Candidates transferred automatically from ODH

    - o If candidate information changes BEFORE completion of class, changes must be made into ODH system

    - o If candidate information changes AFTER the completion of class, it must be entered in the D&S Database

- **Access Candidate Files**

    - o Go to hdmaster.com

    - o Click Ohio STNA

    - o Click on WebETest start page

- Bookmark this page

- Click Training Program/Instructor

  - Enter ID and Pin

    - Pin is case sensitive

- Generate candidate lists

  - Search by last name (Smith)

  - Search by last name, first name (Smith, Joe)

  - Search by completion date (=10/31/2012)

  - Search by start date (^10/01/2012)

  - All candidates (leave box blank)

- Click Search

- **View Candidate File**

  - Click on ID number to open file in new window

- **Training Completion Information**

  - Training Completion Information cannot be pre-dated; this step must be done on the last day of class. This step is optional and only needed if you would like to print your training certificates or applications on the last day of class. Otherwise you can wait and let the information automatically transfer from ODH.

  - Open candidate record

    - Input classroom hours (must be at least 59)

    - Input clinical hours (must be at least 16)

    - Input date of completion (cannot be pre-dated)

    - Beside graduated, change drop down to YES

- **Sponsor Vs. Self Pay**

  - Sponsor

    - Training program that is sending payment directly to D&S

    - Employer who is sending payment directly to D&S

  - Self pay

    - Candidate who is paying for exam and sending payment directly to D&S

- **Funding Status**

  - Sponsoring facility will enter ID into box and uncheck self pay

  - Self pay candidate will leave as is

- **Scheduling Options**

  - Oral exam

    - Additional $10.00- Must be checked PRIOR to payment

    - To indicate place check in appropriate box

    - If you cannot see oral option, make sure training information is complete and submit updates, close file, and re-open

  - ADA accommodation

    - Place checkmark in appropriate box, this places file on hold

    - Click link to print 1404 forms

    - Allow additional 5-7 business days for scheduling

    - Forms can be printed off as soon as information is transferred from ODH and faxed in with supporting documentation

    - Once forms are received and approved, hold status will be removed, and email sent to trainer. Candidate is now ready to be scheduled

- All written test ADA's must be PAPER/PENCIL

- Skill test ADA's may still be done electronically

- **Fixed Vs. Flexible Testing**

  - Fixed testing location

    - One chosen from our test schedule set up for any candidate to schedule into

    - Will be added by D&S staff

  - Flexible testing location

    - Testing at the facility where training was completed, set up by the instructor with a pre-approved observer

    - Will need added by instructor

- **Adding A Test Date**

  - You will only need to add a test date if setting up flexible testing date

  - All fixed testing dates (those listed on our online test schedule) will be entered by D&S staff

  - Go to WebETest Start page/ or test site tab

  - Click on Test Site

  - Login using your ID and Pin

  - Click select date and choose the date that you would like to add

  - Input the time the test will begin

  - Select your number of candidates

    - No more than 7 skills per flight

    - No more than 10 people per packet

    - No more than 14 skills per testing date per observer

  - Select your test observer

- o Under notification, choose X (closed)

- o If the test will be conducted via paper/pencil place a check mark in the paper box, if the test will be conducted via the computer, leave the box blank

- o Click Add

- **Packet Creation Time Frames**

  - o Paper/pencil

    - ▪ Must be added and students scheduled at least 10 business days (excluding Sundays and Holidays) prior to the test date

  - o Electronic/ WebETest

    - ▪ Must be added and students scheduled at least 48 business hours (excluding Saturdays, Sundays, and Holidays) prior to the test date

- **Sponsoring Candidates**

  - o Go To Main Menu/ Or Sponsoring Facility Tab

  - o Click sponsoring facility

  - o Enter ID and Pin

- **Authorizing Payments**

  - o Search for your candidates using the desired search option

  - o Or leave box blank and click search to generate list of all candidates requesting sponsorship payment

  - o Once list in generated, uncheck the include box for anyone who will not be sponsored at this time

  - o Type your name in the "payment authorized by" box and place a checkmark in the corresponding box after reading the affidavit

  - o Select Submit Invoice to continue

- **Invoice Tools**

  - Show each candidate, which exams, and how much

  - Show total charge

  - Invoice is NOT complete until you receive a receipt for this transaction in the next step

- **Indicating Payment Type**

  - Selecting payment type

  - Type in payment number or card number with expiration date

  - Click Submit Facility Credit or Submit Credit Card

- **Transaction Receipt**

  - Print a copy for your records

  - For PO transactions, you will receive invoice from D&S by email and mail within 5 business days

  - PO transactions must be paid in full within 30 days

  - Click back button two times to return to main menu

- **Starting The Scheduling Process**

  - Log in as training instructor

  - Generate desired list of candidates

  - Open candidate file by clicking on ID number

  - Use drop down menu to "select a test site"

- click on desired facility
  - Use the drop down menu to "select a test date"
    - Choose desired date
  - Submit Updates

- **Notification Letter**
  - Print two copies
    - One for candidate, one for your records
  - D&S will NOT send notifications for candidates scheduled by their facility

- **Cancelling A Test Date**
  - Log in as training instructor
  - Open candidate record
  - Place checkmark in cancel box
  - Submit updates
    - Test dates can be cancelled by facility up until 10 days for paper packet and 48 hours for electronic, after this time, the cancel button will disappear and D&S must be called

- **Print Templates**
  - Login as training instructor
  - Generate desired candidate list
  - Anyone who has green checkmark will be included
  - Click drop down menu at top of screen and select desired template
  - Click print template

- All templates can be printed at the start of class once records are transferred from ODH (EXCEPT applications and certificates)

- Applications and certificates require that all training completion information be completed in the candidates file prior to printing template