

TRAINING PROGRAMS AND SPONSORING FACILITIES

How to Pay Candidate Test Fees in TMU©

Credit Card or Purchase Order

To be approved for payment with a purchase order, please complete the Facility Account Information Form and submit it to the D&SDT-Headmaster's Accounting Department.

Link to form: [Facility Account Information Form](#) -- <https://pdf.ac/11aAjt>
Check the 'Training Program' section at the top of the form.

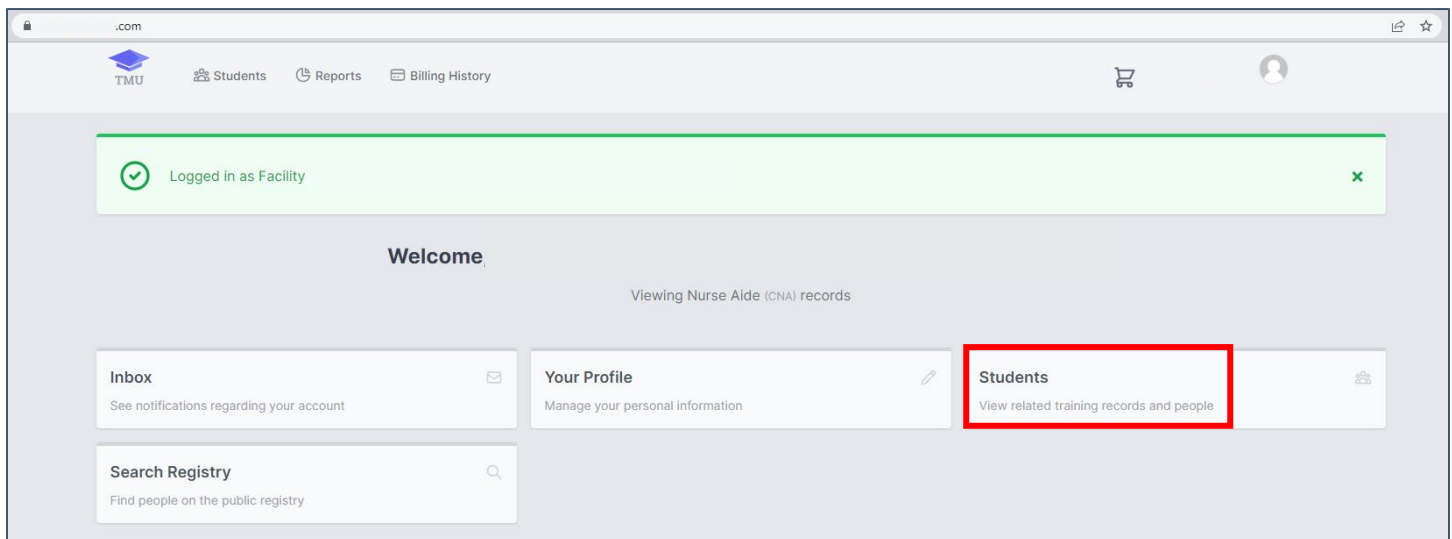
Once received by D&SDT-Headmaster's Accounting Department, your facility will be updated in your state's TMU© database to indicate that you are pre-approved to pay with a purchase order, and D&SDT-Headmaster will invoice you accordingly.

Follow the instructions below to pay for your candidate's testing fees.

TRAINING PROGRAMS

Sign in to the Training Program record in your state's TMU© database using your training program email or username and password.

❖ Click on **STUDENTS**:

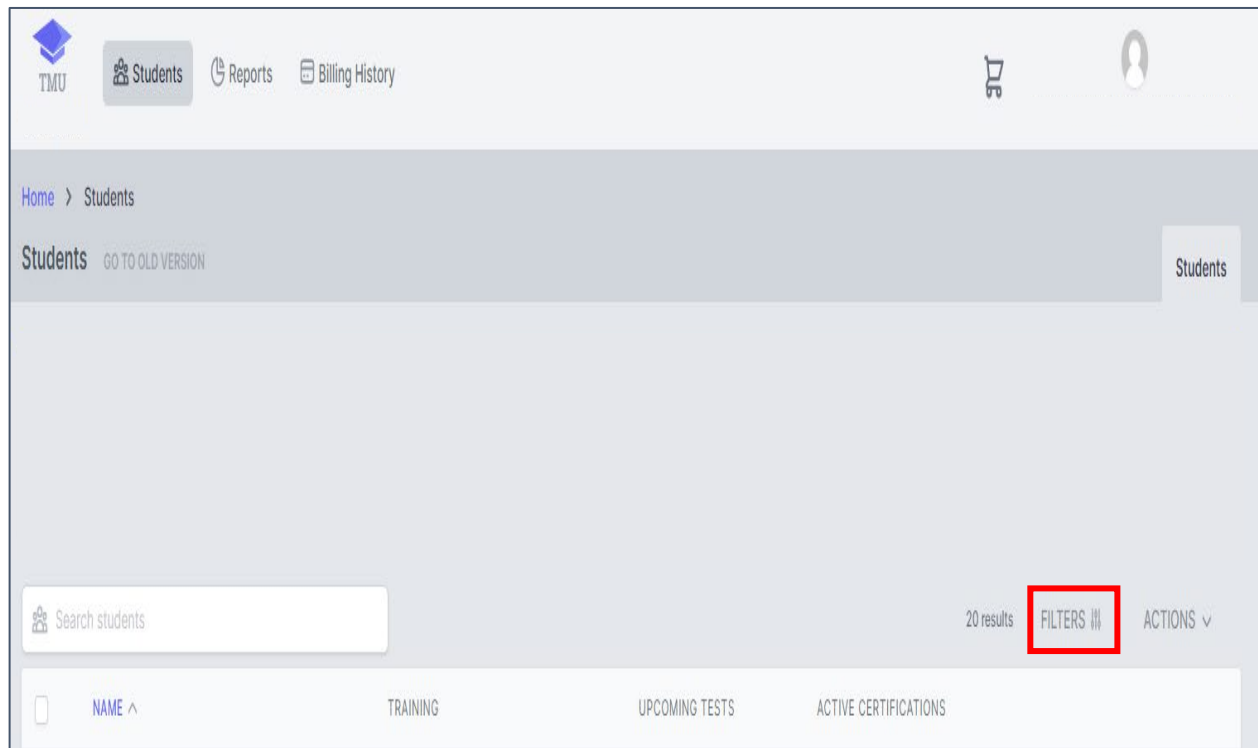


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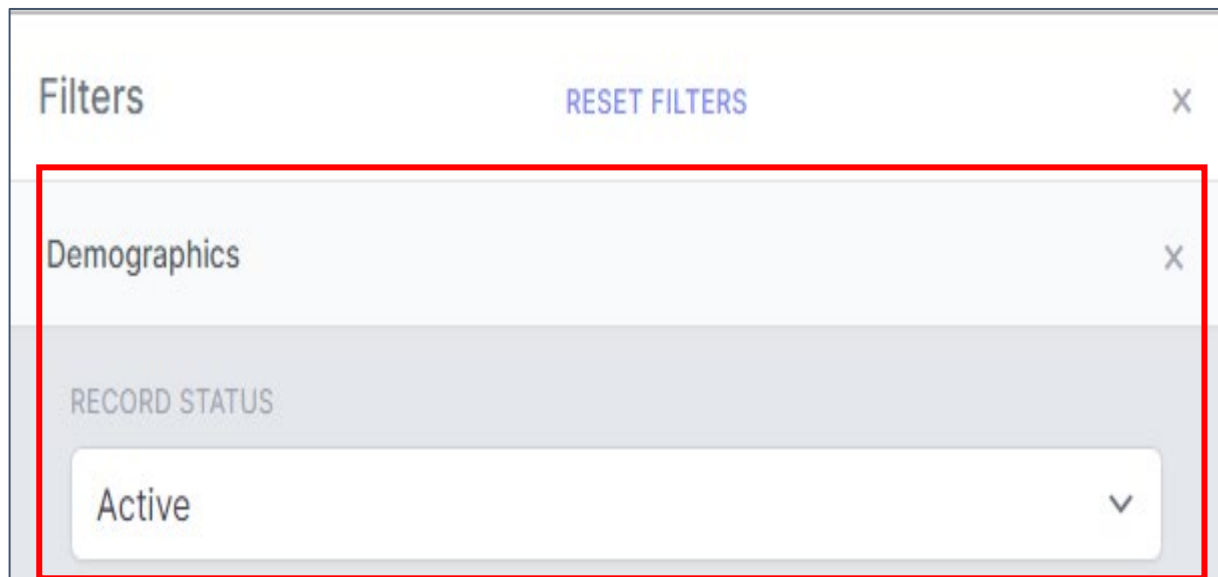
Credit Card or Purchase Order

Click on **FILTERS**:



The screenshot shows the TMU Students page. At the top, there is a navigation bar with the TMU logo, 'Students', 'Reports', and 'Billing History' links. Below this is a breadcrumb trail 'Home > Students' and a 'Students' button with a 'GO TO OLD VERSION' link. A search bar labeled 'Search students' is on the left. On the right, it says '20 results' and 'FILTERS' (highlighted with a red box) and 'ACTIONS'. Below the search bar, there are tabs for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'.

Under DEMOGRAPHICS – select the Record Status of **ACTIVE** from the drop-down list:



The screenshot shows the 'Filters' dialog box. It has a title bar with 'Filters' and a 'RESET FILTERS' button. Below the title bar, there is a section for 'Demographics' (highlighted with a red box). Under 'Demographics', there is a 'RECORD STATUS' label and a dropdown menu. The dropdown menu is open, showing 'Active' as the selected option.

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Under TRAINING – select the Training Name of **NURSING ASSISTANT** for NA (or **MEDICATION AIDE** for MA) from the drop-down list

❖ Select the Training Status of **PASSED** from the drop-down list:

(You can also filter by Trained By, Training Start Date, and Training End Date to narrow down the candidates you will be paying for.)

Training

TRAINING NAME
Nursing Assistant

TRAINING STATUS
Passed

TRAINED BY
Choose one

TRAINING START DATE
MM/DD/YYYY to MM/DD/YYYY

TRAINING END DATE
MM/DD/YYYY to MM/DD/YYYY

A list of the candidates will populate:

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
Madison DOB: 02/08/2003	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
Cindy DOB: 06/12/1963	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
Amber DOB: 07/31/1983	Nursing Assistant Completed Expires 12/17/2022	No active tests	No active certifications

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Select the candidates you will be paying for by clicking the box to the left of the candidate's name:

(If the list is the complete set of candidates you will be paying for, click the box next to NAME, and all of the candidates will be selected so you don't have to click on each one individually.)

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/>	, Madison DOB: 02/08/2003	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/>	, Cindy DOB: 06/12/1963	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/>	, Amber DOB: 07/31/1983	Nursing Assistant Completed Expires 12/17/2022	No active tests	No active certifications

Under ACTIONS, select PREPAY from the drop-down list:

TMU

Students Reports Billing History

Home > Students

Students GO TO OLD VERSION

Students

Search students

3 results 3 FILTER

☐

NAME ^

TRAINING

UPCOMING TESTS

ACTIVE CERTIFICATIONS

☒

, Madison
DOB: 02/08/2003

Nursing Assistant
Completed Expires 09/22/2022

No active tests

No active certifications

☒

, Cindy
DOB: 06/12/1963

Nursing Assistant
Completed Expires 09/22/2022

No active tests

No active certifications

☐

, Amber
DOB: 07/31/1983

Nursing Assistant
Completed Expires 12/17/2022

No active tests

No active certifications

ACTIONS

Select All Matching

Prepay

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Your cart will open up with the list of the candidates you will be paying for, what component is being paid for, and the amount with total (that will automatically populate for the state you are in):

(Knowledge or Skills – and in some states, Knowledge and Skills for 1st time testers are combined. You can remove candidates by clicking REMOVE if there is someone on the list you do not want to pay for.)

- ❖ Select Pay with Credit Card; or
- Select Pay with Purchase Order

NOTE: YOUR STATE'S TESTING FEE AMOUNTS WILL AUTOMATICALLY POPULATE FOR YOUR STATE UNDER AMOUNT

Home > Cart

Cart

Added Certified Nurse Aide Skill for Madison to your cart.
Added Certified Nurse Aide Knowledge for Madison to your cart.
Added Certified Nurse Aide Knowledge for Cindy to your cart.

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Cindy	Knowledge		Remove
Certified Nurse Aide for Madison	Knowledge		Remove
Certified Nurse Aide for Madison	Skill		Remove
Total:			

Pay with Credit Card Pay with Purchase Order

When paying with a Credit Card, you will fill out the information required and click **SUBMIT PAYMENT**:

What You're Paying For

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
Total:	

Pay with a Card

CARDHOLDER NAME CARD NUMBER

EXP MONTH EXP YEAR SECURITY CODE

CARDHOLDER ADDRESS

CITY STATE ZIP CODE

Submit Payment

TRAINING PROGRAMS AND SPONSORING FACILITIES

How to Pay Candidate Test Fees in TMU©

Credit Card or Purchase Order

When paying with a Purchase Order, you will fill out the information required and click **SUBMIT PURCHASE ORDER**:

Please note: D&SDT-Headmaster's accounting system will send you an official invoice.

Home > Prepay
Prepay to Schedule

What You're Paying For

Please do not pay from this receipt. An official invoice will be sent to you from our accounting system

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
Total:	

Pay with a Purchase Order

AUTHORIZED AGENT

PO NUMBER

Submit Purchase Order

Your state's testing fees and the TOTAL will populate here

Your candidate's testing fees have been paid, and they are ready to schedule a test event.

TRAINING PROGRAMS THAT HAVE A SPONSOR PAYING FOR TESTING FEES

If your training program has a sponsor that pays the candidate's testing fees, you will need to select the sponsor from the drop-down list in the candidate's record and **SAVE CHANGES** for the sponsor to have access to the candidate's record to pay the testing fees.

Please refer to the 'Sponsoring Facility' instructions on the following page.

Home > Students > Edit
Cayla Student

Identification

First *
Cayla

Middle

Last *

Suffix

Phone *

Alternate Phone

Birthdate *
06/24/1999

Gender
☐ Male ☒ Female ☐ Other

Audio Tests?
☐

Unlisted from Phone and Mailing Lists
☐

Mailing Address

Address *

City *
Belding

State
MI

Zipcode *
48809-1345

Sponsor
No Sponsor

Actions

SPONSORING FACILITY

Please complete the Facility Account Information Form and submit it to D&SDT-Headmaster's Accounting Department to be added to your state's TMU© database and approved to pay for candidates in a specific training program.

Link to form: [Facility Account Information Form](https://pdf.ac/11aAjt) -- <https://pdf.ac/11aAjt>

- ❖ Check the 'Sponsoring Facility' section at the top of the form.
- ❖ Once received by D&SDT-Headmaster's Accounting Department, your facility will be added to your state's TMU© database.
 - After being added to your state's TMU© database, you will receive an email notifying you that your account has been set up, along with a link to your state's TMU© database.
 - You will need to click on 'Forgot Your Password.' You will then receive an email with a link to reset your password.

Note: The training program will need to select your sponsoring facility from the candidate's record once your sponsoring facility has been added to your state's TMU© database.

- ❖ Follow the instructions on the next page to pay for your candidate's testing fees.

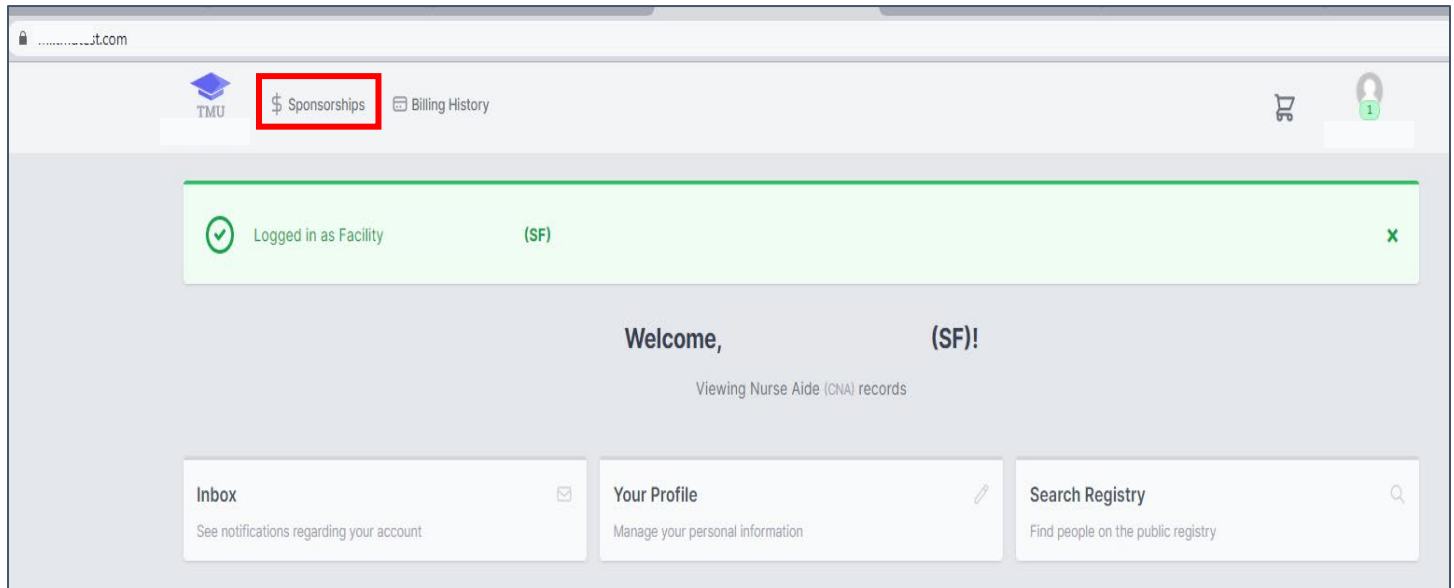
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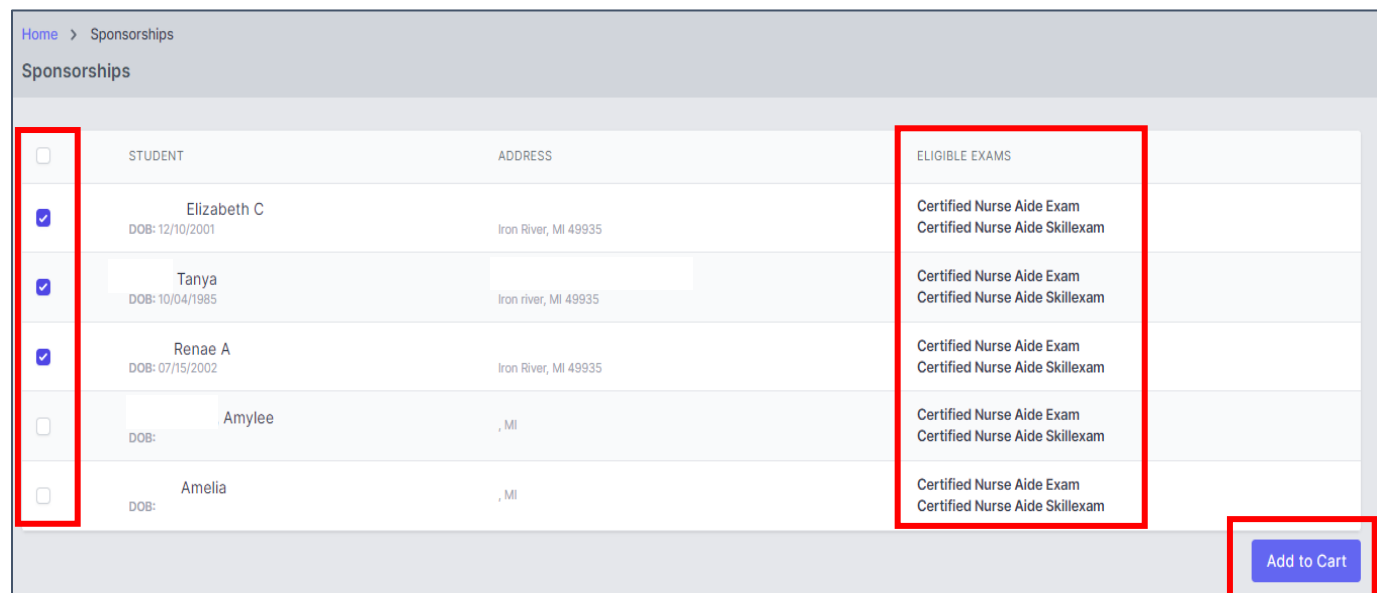
Sign in to your Sponsoring Facility record in your state's TMU© database using your sponsoring facility email or username and password.

Click on **SPONSORSHIPS**:



A list of the candidates will populate:

- ❖ Select the candidates you will be paying for by clicking the box to the left of the candidate's name
- ❖ You will see the candidate's eligible exams that can be paid for knowledge and/or skills
- ❖ Click on **ADD TO CART**



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(Knowledge or Skills – and in some states, Knowledge and Skills for 1st time testers are combined. You can remove candidates by clicking 'REMOVE' if there is someone on the list you do not want to pay for.

- ❖ Select Pay with Credit Card; or
- ❖ Select Pay with Purchase Order

NOTE: YOUR STATE'S TESTING FEE AMOUNTS WILL AUTOMATICALLY POPULATE FOR YOUR STATE UNDER AMOUNT

Added Certified Nurse Aide Skill for [redacted] to your cart.
Added Certified Nurse Aide Knowledge for [redacted] to your cart.
Added Certified Nurse Aide Skill for [redacted] to your cart.
Added Certified Nurse Aide Knowledge for [redacted] to your cart.
Added Certified Nurse Aide Skill for [redacted] to your cart.
Added Certified Nurse Aide Knowledge for [redacted] to your cart.

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for [redacted] <small>Audio Test</small>	Knowledge	Your state's testing fees and the TOTAL will automatically populate here	Remove
Certified Nurse Aide for [redacted]	Skill		Remove
Certified Nurse Aide for [redacted] <small>Audio Test</small>	Knowledge		Remove
Certified Nurse Aide for [redacted]	Skill		Remove
Certified Nurse Aide for [redacted] <small>Audio Test</small>	Knowledge		Remove
Certified Nurse Aide for [redacted]	Skill		Remove
Subtotal:			
Bundle Discount:			
Total:			

Pay with Credit Card

Pay with Purchase Order

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When paying with a Credit Card, you will fill out the information required and click **SUBMIT PAYMENT**:

The screenshot shows a web form titled "What You're Paying For". It contains a table with the following data:

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
Total:	

To the right of the table is a yellow callout box with the text: "Your state's testing fees and the TOTAL will populate here". Below the table is a red-bordered box titled "Pay with a Card" containing the following fields:

- CARDHOLDER NAME (text input)
- CARD NUMBER (text input)
- EXP MONTH (dropdown menu with "Select Month" selected)
- EXP YEAR (dropdown menu with "Select a year" selected)
- SECURITY CODE (text input)
- CARDHOLDER ADDRESS (text input)
- CITY (text input)
- STATE (dropdown menu with "Select State" selected)
- ZIP CODE (text input)

At the bottom right of the red-bordered box is a blue button labeled "Submit Payment".

When paying with a Purchase Order, you will fill out the information required and click **SUBMIT PURCHASE ORDER**:

Please note: *An official invoice will be sent to you from D&SDT-Headmaster's accounting system.*

The screenshot shows a web form titled "What You're Paying For". It contains a table with the following data:

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
Total:	

To the right of the table is a yellow callout box with the text: "Your state's testing fees and the TOTAL will populate here". Below the table is a red-bordered box titled "Pay with a Purchase Order" containing the following fields:

- AUTHORIZED AGENT (text input)
- PO NUMBER (text input)

At the bottom right of the red-bordered box is a blue button labeled "Submit Purchase Order".

***The candidate's testing fees have been paid, and they are ready to schedule a test event.
If you have questions, please call D&SDT-HEADMASTER at (800) 393-8664.***