

## 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) -- <https://pdf.ac/11aAjt>

Check the 'Training Program' section at the top of the form.

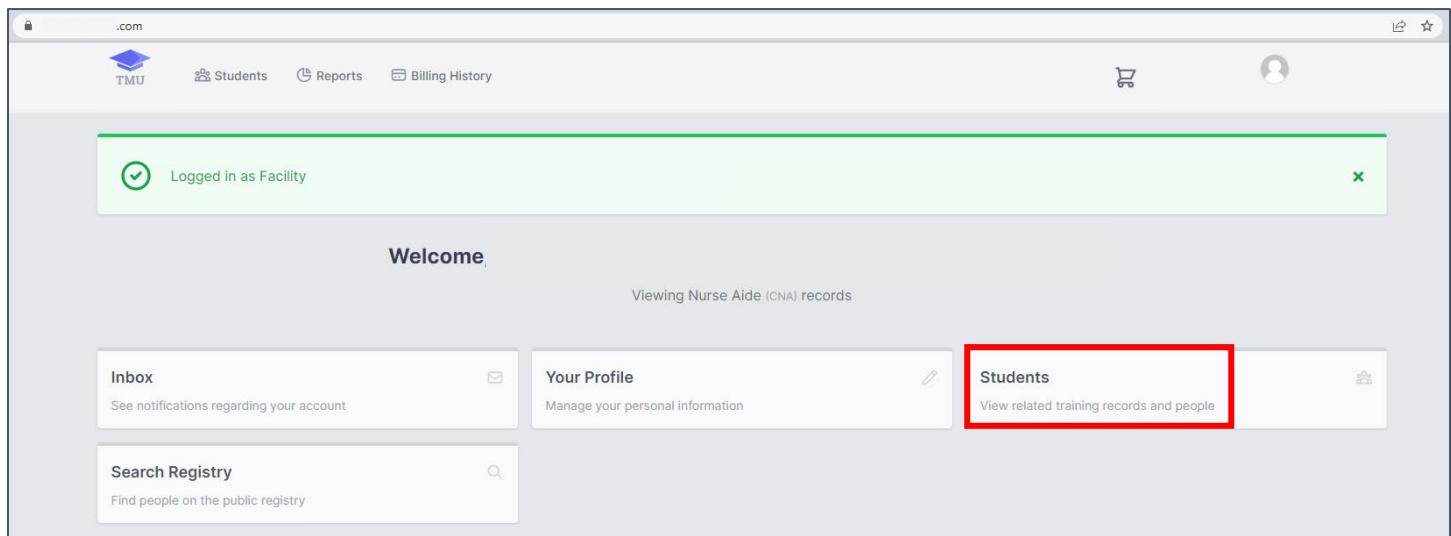
Once received by D&SDT-Headmaster's Accounting Department, your facility will be updated in your state's TMU© database to indicate that you are pre-approved to pay with a purchase order, and D&SDT-Headmaster will invoice you accordingly.

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:

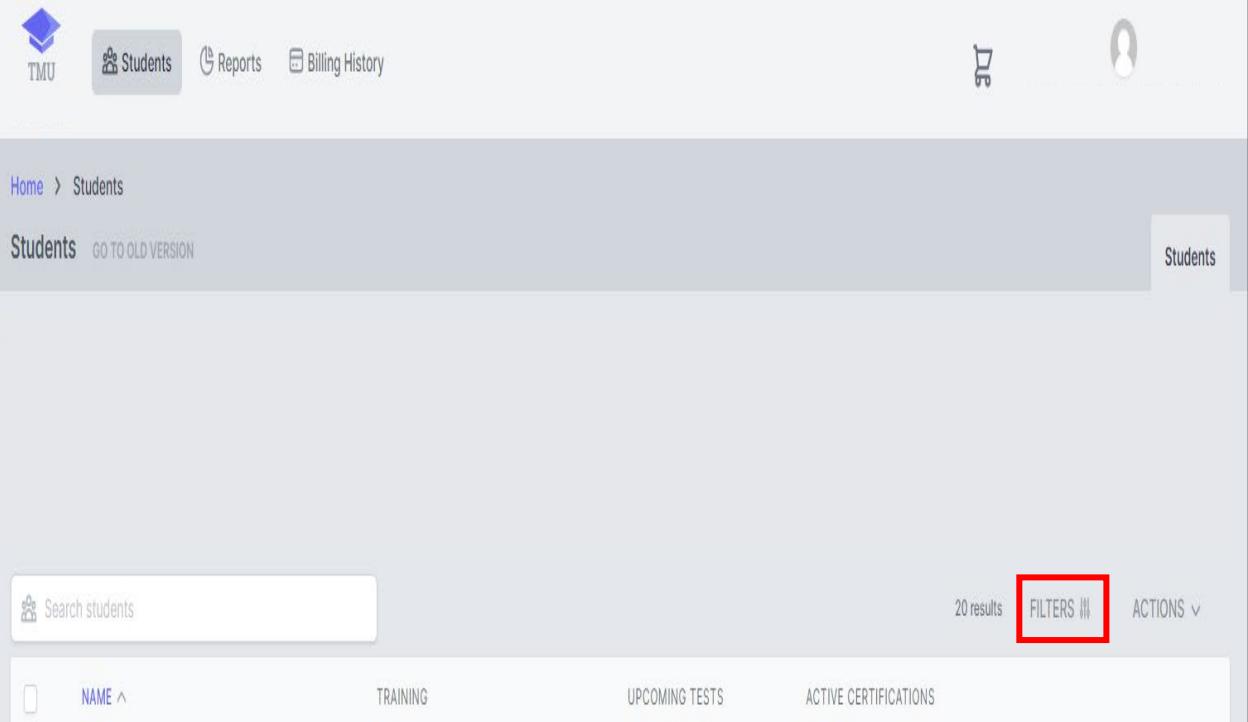


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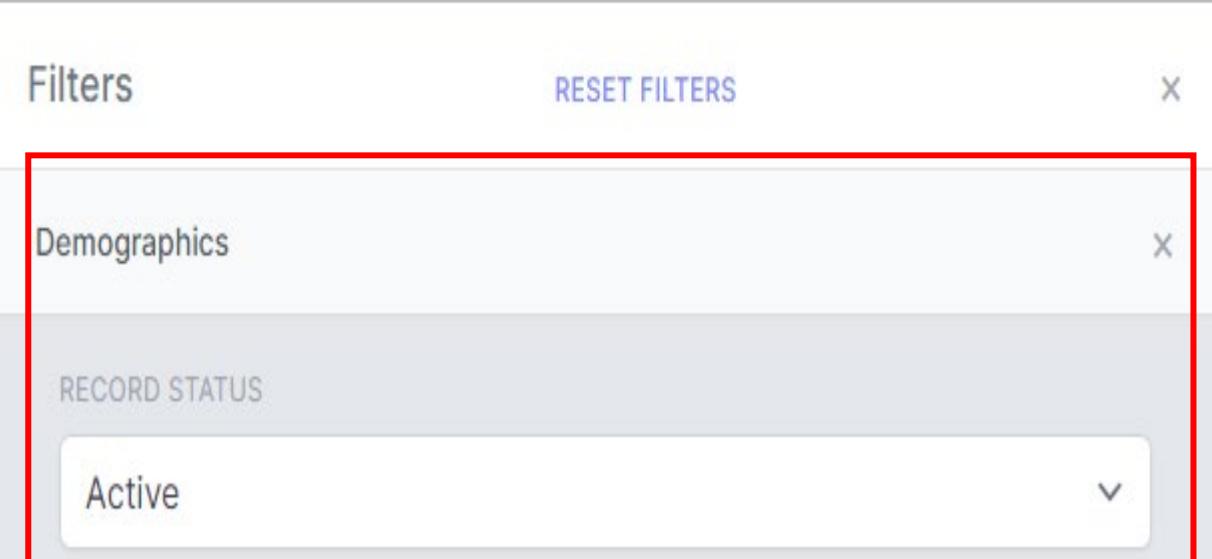
*Credit Card or Purchase Order*

Click on **FILTERS**:



The screenshot shows the TMU Students page. At the top, there are navigation links: TMU, Students, Reports, Billing History, and a user profile icon. Below the navigation, the breadcrumb path is Home > Students. The main content area is empty. At the bottom, there is a search bar labeled 'Search students', a results count of '20 results', a 'FILTERS' button (which is highlighted with a red box), and an 'ACTIONS' dropdown menu. Below the search bar, there are filter options: '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. At the top, it says 'Filters' and 'RESET FILTERS'. Below that is a section titled 'Demographics' with a close button. Under 'Demographics', there is a 'RECORD STATUS' dropdown menu. The 'Active' option is selected and highlighted with a red box. The entire 'Demographics' section is also highlighted with a red box.

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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	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
Cindy	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
Amber	Nursing Assistant Completed Expires 12/17/2022	No active tests	No active certifications

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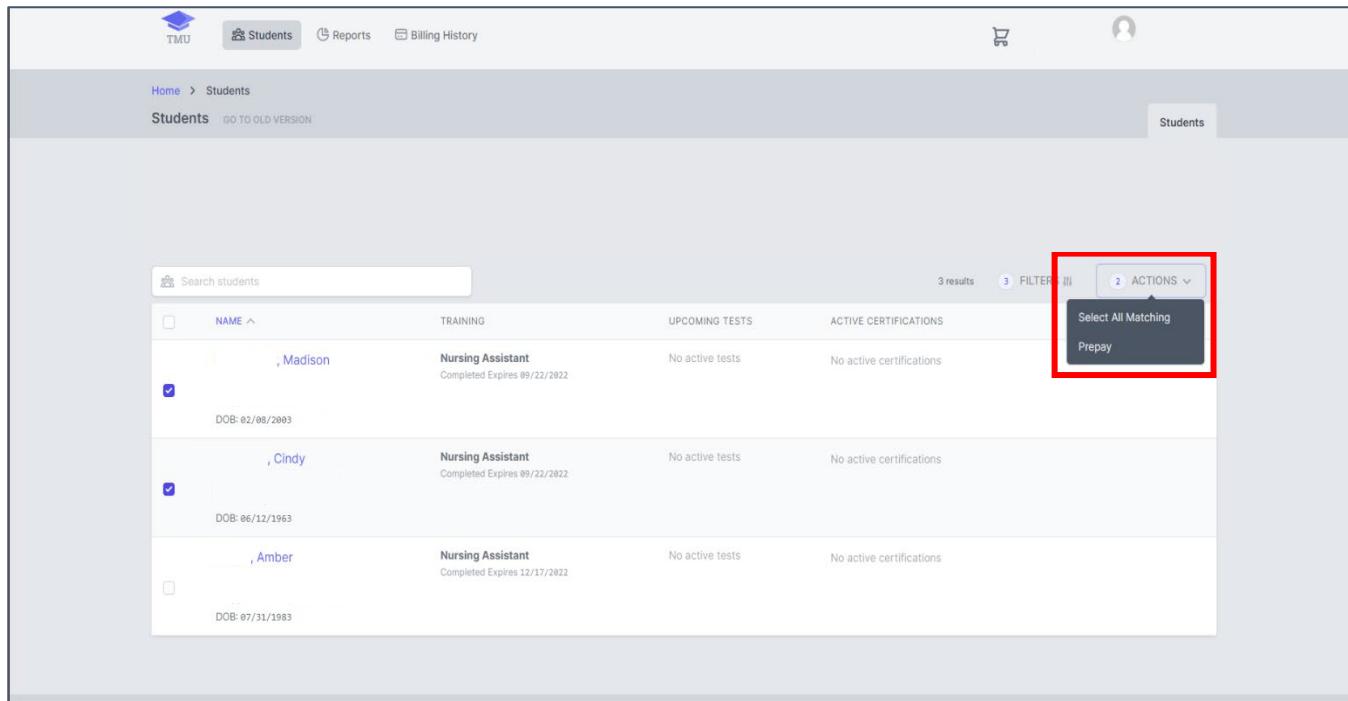
Credit Card or Purchase Order

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.)

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> , Madison	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/> , Cindy	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/> , Amber	<b>Nursing Assistant</b> Completed Expires 12/17/2022	No active tests	No active certifications

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



The screenshot shows the TMU software interface for managing students. At the top, there are navigation links: TMU, Students, Reports, and Billing History. On the right, there are icons for a shopping cart and a user profile. Below the navigation, the URL is Home > Students, and there are links for Students and GO TO OLD VERSION. On the far right, there is a 'Students' button.

The main area displays a list of students with the following details:

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> , Madison	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/> , Cindy	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/> , Amber	<b>Nursing Assistant</b> Completed Expires 12/17/2022	No active tests	No active certifications

At the bottom right of the list, there is a '3 results' indicator, a 'FILTER' button, and an 'ACTIONS' dropdown menu. The 'ACTIONS' menu is open, showing two options: 'Select All Matching' and 'Prepay'. The 'Prepay' option is highlighted with a red box.

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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 1<sup>st</sup> 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**

The screenshot shows the TMU Cart page. At the top, there are three items added to the cart: "Added Certified Nurse Aide Skill for Madison", "Added Certified Nurse Aide Knowledge for Madison", and "Added Certified Nurse Aide Knowledge for Cindy". Each item has a green checkmark and a "to your cart." link. Below this is a table with columns: DESCRIPTION, ITEM TYPE, and AMOUNT. The table lists three items: "Certified Nurse Aide for Cindy" (Knowledge), "Certified Nurse Aide for Madison" (Knowledge), and "Certified Nurse Aide for Madison" (Skill). A yellow callout box is overlaid on the table, stating: "Your state's testing fees and the TOTAL will automatically populate here". At the bottom of the table, it says "Total:". At the very bottom of the page are two buttons: "Pay with Credit Card" and "Pay with Purchase Order".

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

The screenshot shows the TMU payment form for a credit card. At the top, it says "What You're Paying For" and lists three items: "Certified Nurse Aide for Cindy", "Certified Nurse Aide for Madison", and "Certified Nurse Aide for Madison". A yellow callout box is overlaid on this section, stating: "Your state's testing fees and the TOTAL will populate here". Below this is a section titled "Pay with a Card" with fields for CARDHOLDER NAME, CARD NUMBER, EXP MONTH, EXP YEAR, SECURITY CODE, CARDHOLDER ADDRESS, CITY, STATE, and ZIP CODE. The entire "Pay with a Card" section is enclosed in a red box. At the bottom right of this section is a blue "Submit Payment" button, which is also enclosed in a red box.

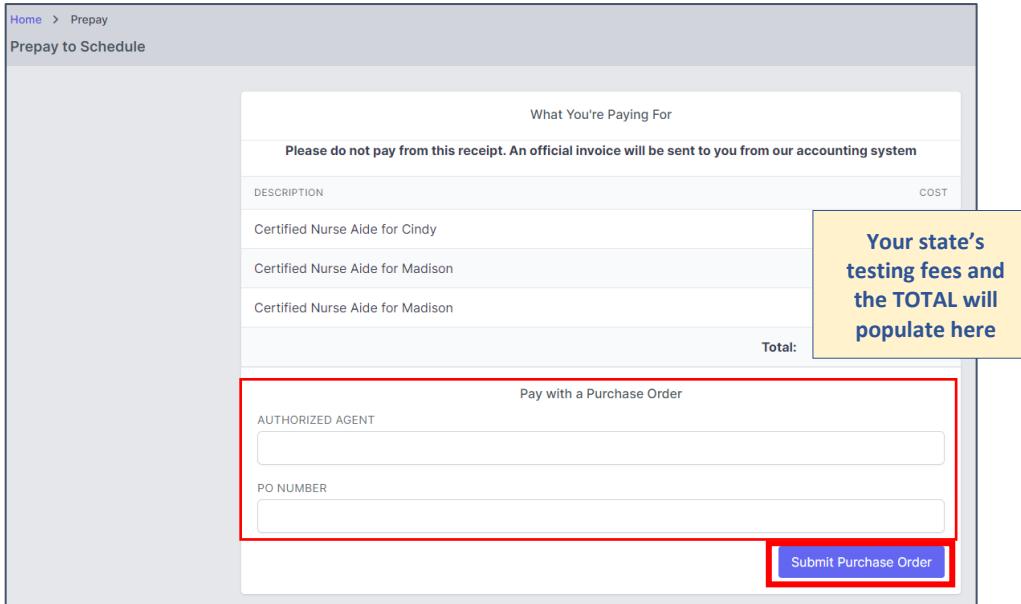
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*Credit Card or Purchase Order*

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:

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

Pay with a Purchase Order

AUTHORIZED AGENT

PO NUMBER

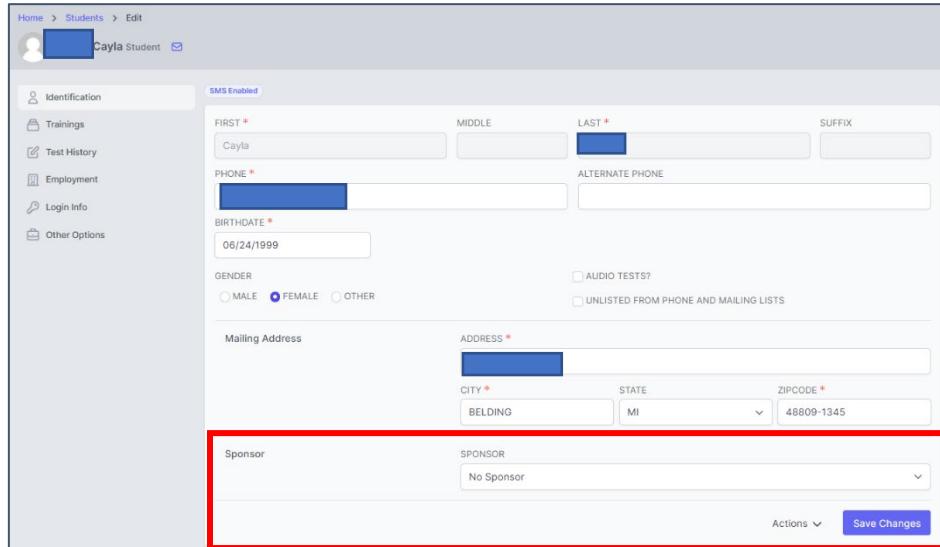
Submit Purchase Order

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 \* 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

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\*\*](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.

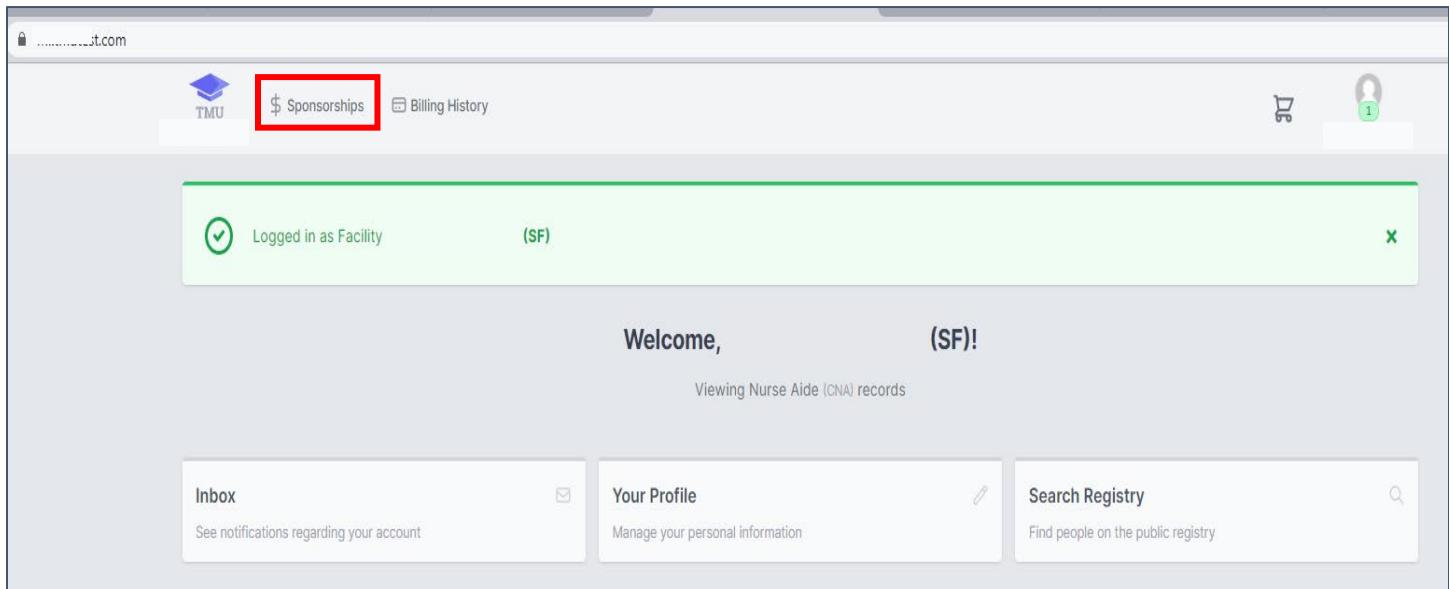
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Sign in to your Sponsoring Facility record in your state's TMU© database using your sponsoring facility email or username and password.

Click on **SPONSORSHIPS**:



Logged in as Facility (SF)

Welcome, (SF)!

Viewing Nurse Aide (CNA) records

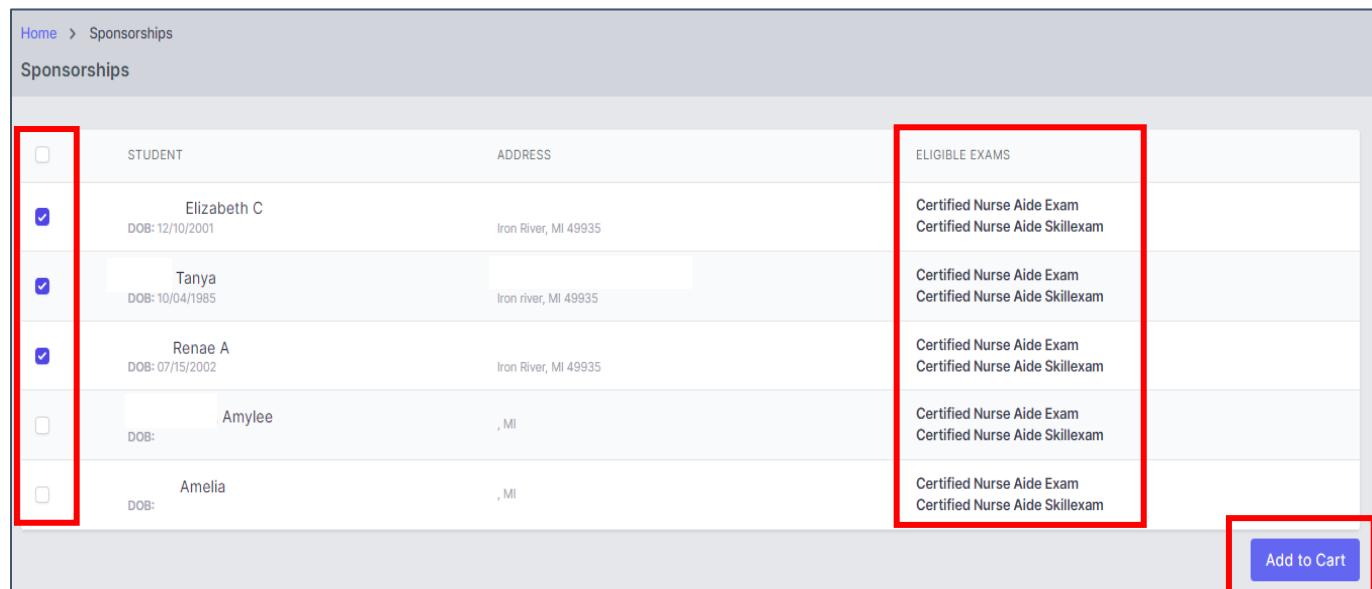
Inbox: See notifications regarding your account

Your Profile: Manage your personal information

Search Registry: Find people on the public registry

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



Home > Sponsorships

Sponsorships

STUDENT	ADDRESS	ELIGIBLE EXAMS
Elizabeth C DOB: 12/10/2001	Iron River, MI 49935	Certified Nurse Aide Exam Certified Nurse Aide Skillexam
Tanya DOB: 10/04/1985	Iron river, MI 49935	Certified Nurse Aide Exam Certified Nurse Aide Skillexam
Renae A DOB: 07/15/2002	Iron River, MI 49935	Certified Nurse Aide Exam Certified Nurse Aide Skillexam
Amylee	, MI	Certified Nurse Aide Exam Certified Nurse Aide Skillexam
Amelia	, MI	Certified Nurse Aide Exam Certified Nurse Aide Skillexam

Add to Cart

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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 1<sup>st</sup> 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**

The screenshot shows a user interface for managing a cart of candidate test fees. At the top, there is a list of items with checkboxes and a green 'X' button. Below this is a table with columns for Description, Item Type, and Amount. The Amount column is highlighted with a yellow box and contains the text: "Your state's testing fees and the TOTAL will automatically populate here". At the bottom of the table, there are buttons for "Pay with Credit Card" and "Pay with Purchase Order".

DESCRIPTION	ITEM TYPE	AMOUNT
Certified Nurse Aide for	Knowledge	
Certified Nurse Aide for	Skill	
Certified Nurse Aide for	Knowledge	
Certified Nurse Aide for	Skill	
Certified Nurse Aide for	Knowledge	
Certified Nurse Aide for	Skill	
	Subtotal:	
	Bundle Discount:	
	Total:	

**Pay with Credit Card** **Pay with Purchase Order**

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### How to Pay Candidate Test Fees in TMU©

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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:

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

Pay with a Card

CARDHOLDER NAME	CARD NUMBER	
<input type="text"/>	<input type="text"/>	
EXP MONTH	EXP YEAR	SECURITY CODE
Select Month	Select a year	<input type="text"/>
CARDHOLDER ADDRESS		
<input type="text"/>	STATE	ZIP CODE
<input type="text"/>	Select State	<input type="text"/>

**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.**

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:

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

Pay with a Purchase Order

AUTHORIZED AGENT
<input type="text"/>
PO NUMBER
<input type="text"/>

**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.**