

TRAINING PROGRAMS AND SPONSORING FACILITIES

How to Pay Candidate Test Fees in TMU©

Credit Card or Purchase Order

You will need to fill out the Facility Account Information Form and submit it to D&SDT-Headmaster's Accounting Department to be approved to pay with a purchase order.

Link to form: [Facility Account Information Form](#)

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

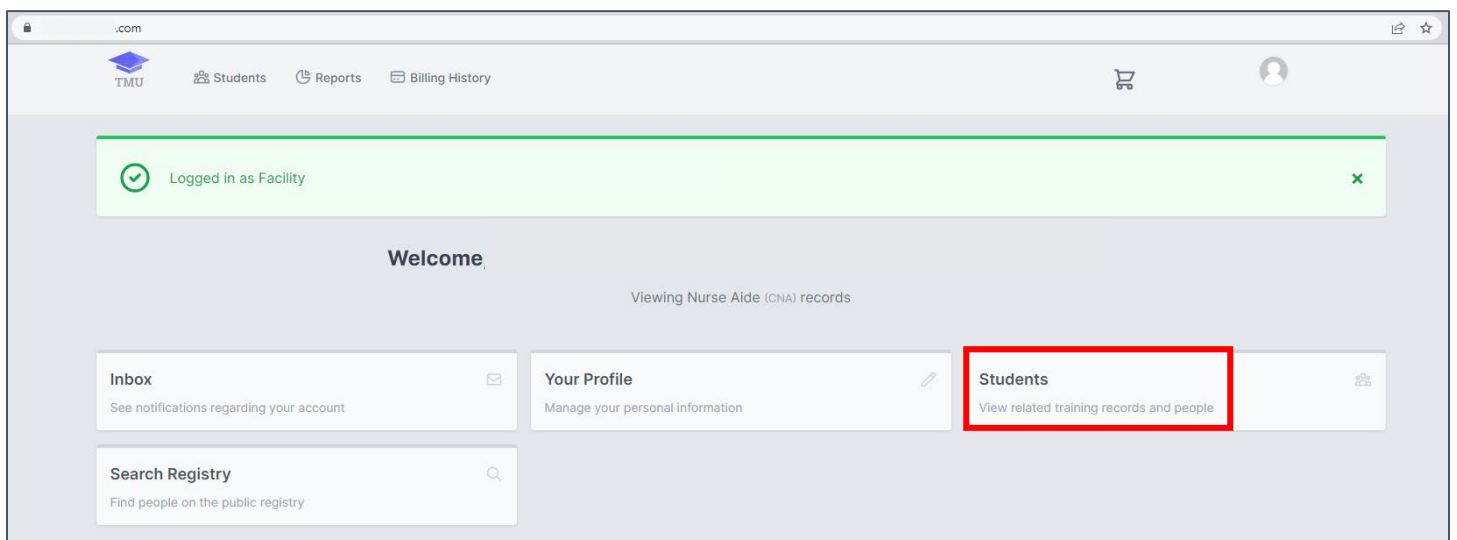
Once received by D&SDT-Headmaster's Accounting Department, your facility will be updated in your state's TMU© database to show you are pre-approved to pay with a purchase order, and D&SDT-Headmaster will invoice you.

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**:

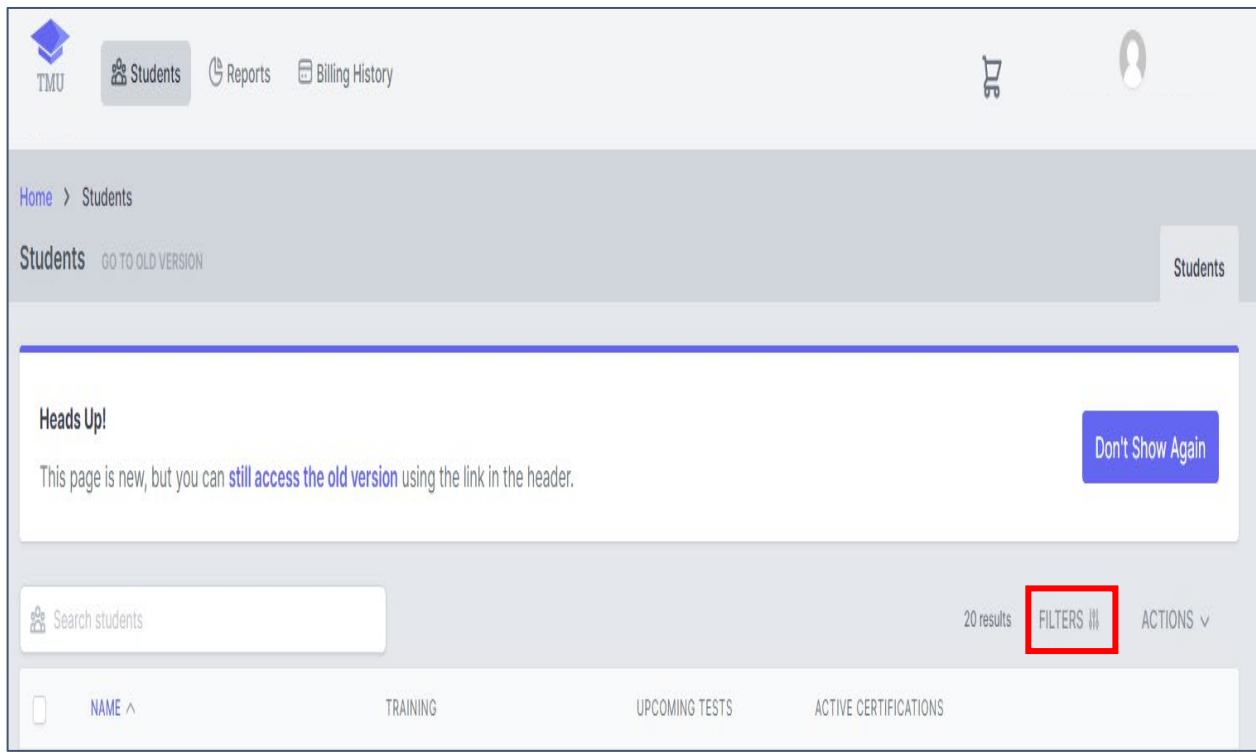


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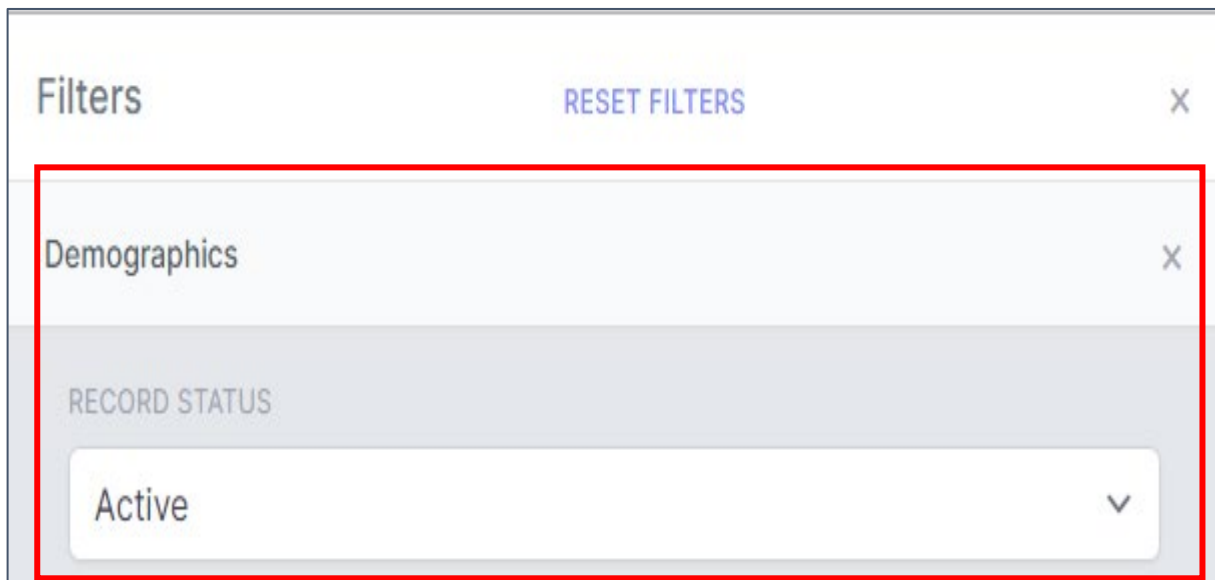
Credit Card or Purchase Order

Click on **FILTERS**:



The screenshot shows the TMU Students page. At the top, there are navigation links for TMU, Students, Reports, and Billing History. Below this is a breadcrumb trail: Home > Students. The main heading is "Students" with a "GO TO OLD VERSION" link. A "Heads Up!" message is displayed, stating: "This page is new, but you can still access the old version using the link in the header." A "Don't Show Again" button is next to the message. Below the message is a search bar labeled "Search students". To the right of the search bar, it says "20 results" and "FILTERS" (highlighted in a red box) with a dropdown arrow. Further right is an "ACTIONS" dropdown. At the bottom, there are columns 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. At the top, it says "Filters" and "RESET FILTERS" with a close button (X). Below this is a section titled "Demographics" with a close button (X). Under "Demographics", there is a section for "RECORD STATUS". A dropdown menu is open, showing "Active" as the selected option.

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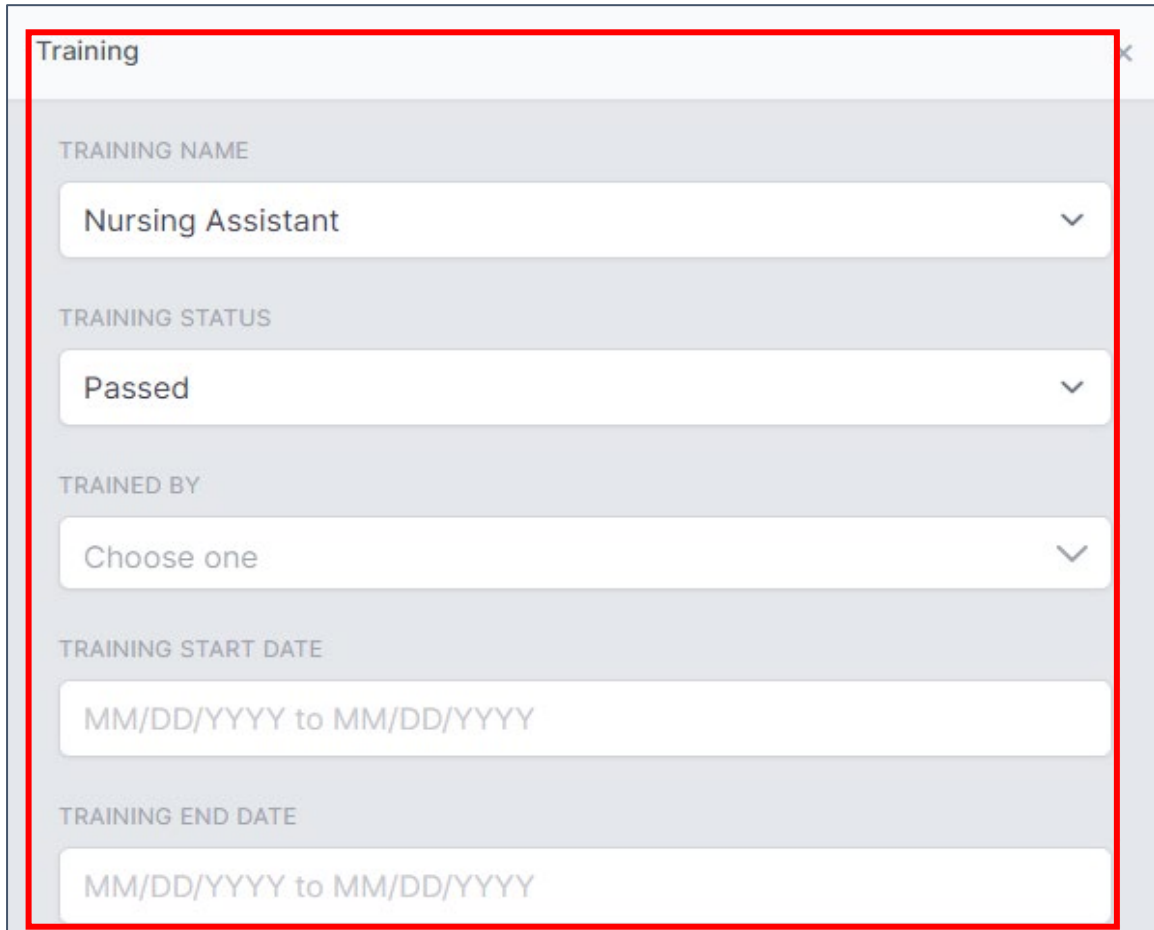
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Under TRAINING – select the Training Name of **NURSING ASSISTANT** from the drop-down list

❖ 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

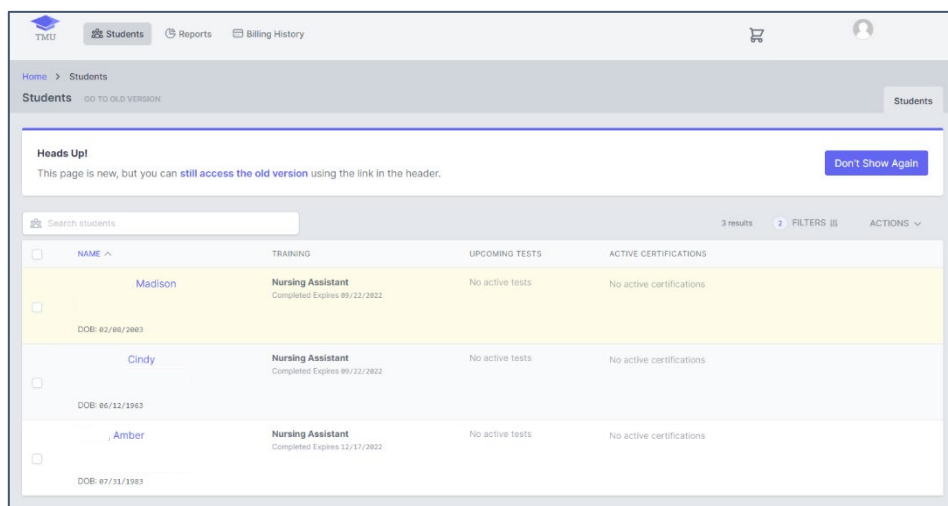
TRAINING STATUS
Passed

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:



TMU Students Reports Billing History

Home > Students

Students GO TO OLD VERSION Students

Heads Up!
This page is new, but you can still access the old version using the link in the header. [Don't Show Again](#)

Search students 3 results 2 FILTERS ACTIONS

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> Madison DOB: 02/08/2003	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/> Cindy DOB: 06/12/1992	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/> Amber DOB: 07/31/1993	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:

The screenshot shows the TMU system interface. At the top, there are navigation links for 'Students', 'Reports', and 'Billing History'. Below this, there is a 'Heads Up!' notification and a search bar for students. The main content area displays a table of candidates with columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The 'ACTIONS' dropdown menu is open, showing options for 'Select All Matching' and 'Prepay'. The 'Prepay' option is highlighted.

TRAINING PROGRAMS AND SPONSORING FACILITIES

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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

The screenshot shows a shopping cart with the following items:

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:			

At the bottom of the cart, there are two buttons: "Pay with Credit Card" and "Pay with Purchase Order". A yellow callout box is overlaid on the cart, stating: "Your state's testing fees and the TOTAL will automatically populate here".

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

The screenshot shows the "Pay with a Card" form. The form is divided into two sections: "What You're Paying For" and "Pay with a Card".

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:

At the bottom right of the form, there is a "Submit Payment" button. A yellow callout box is overlaid on the form, stating: "Your state's testing fees and the TOTAL will populate here".

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

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** in order for the sponsor to have access to the candidate's record to pay the testing fees.

Please see the 'Sponsoring Facility' instructions next page.

Home > Students > Edit
Cayla Student

Identification

SMS Enabled

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 * STATE ZIPCODE *
BELDING MI 48809-1345

Sponsor SPONSOR
No Sponsor

Actions

SPONSORING FACILITY

You will need to fill out 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](#)

- ❖ Check 'Sponsoring Facility' 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 letting you know your account has been set up with a link to your state's TMU© database.
 - You will need to click on 'Forgot Your Password.' You will be sent an email with a link to follow how to reset your password.

Note: The training program will need to choose your sponsoring facility in 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.

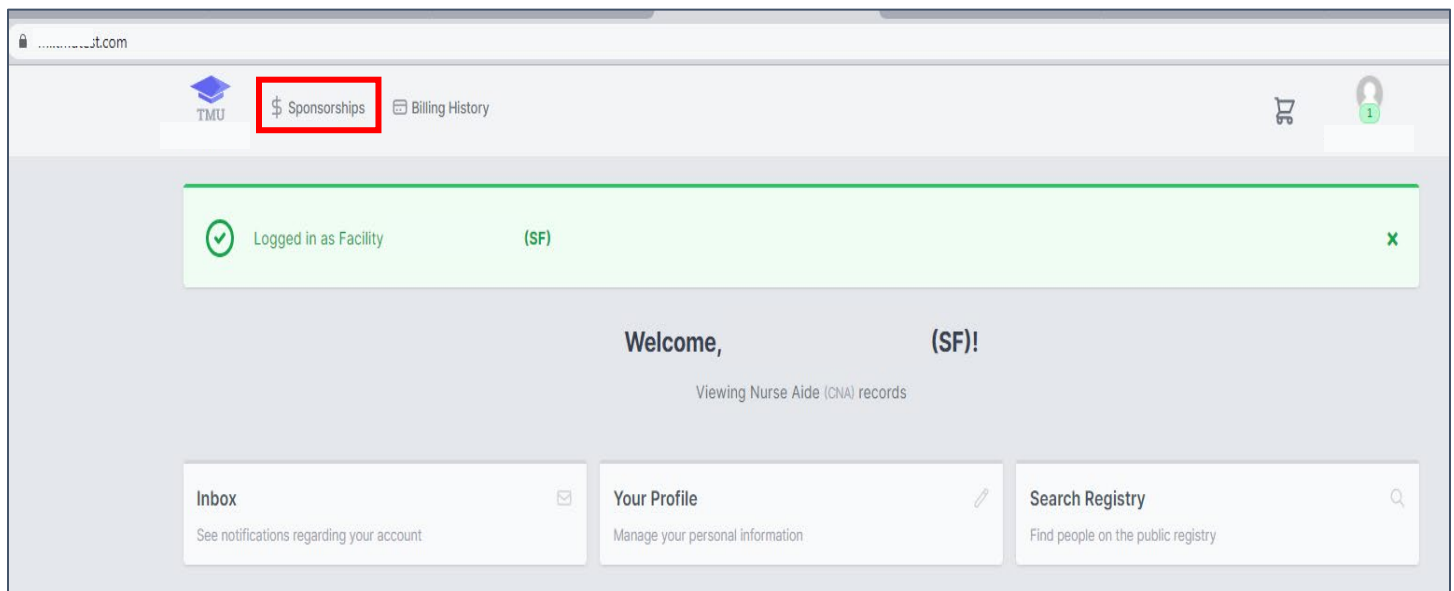
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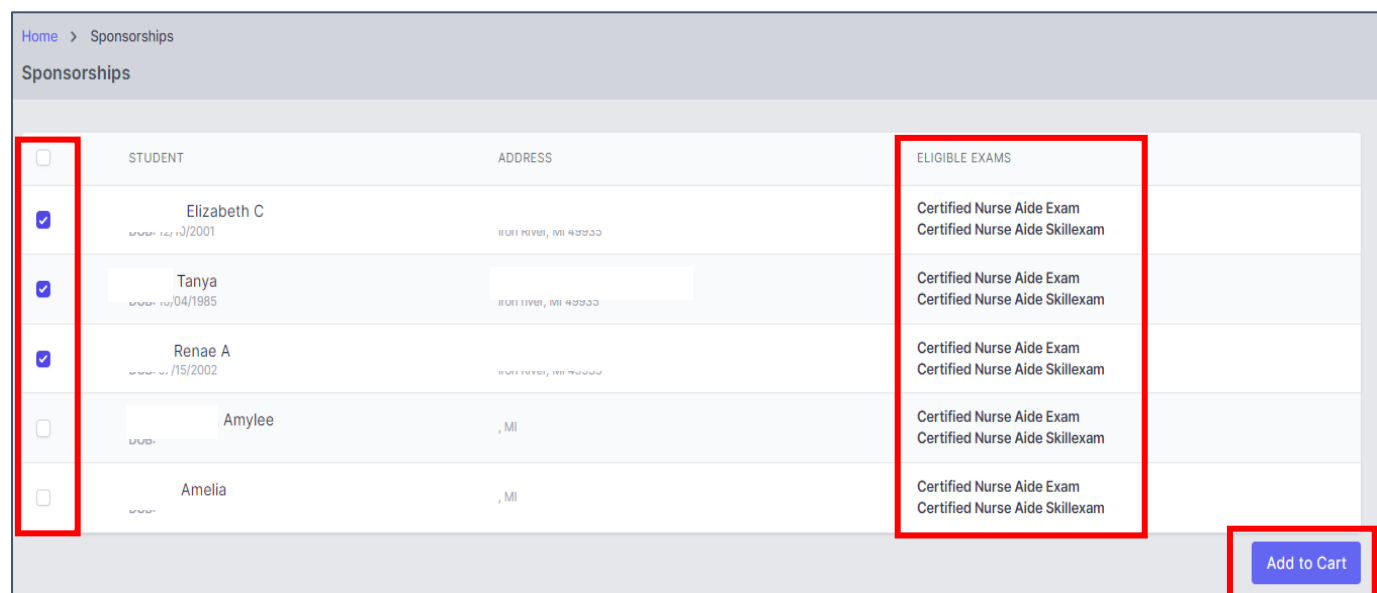
Sign in to your Sponsoring Facility record in your state's TMU© database using your sponsoring facility email or username and password.

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

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for [Candidate] Audio Test	Knowledge	Your state's testing fees and the TOTAL will automatically populate here	Remove
Certified Nurse Aide for [Candidate]	Skill		Remove
Certified Nurse Aide for [Candidate] Audio Test	Knowledge		Remove
Certified Nurse Aide for [Candidate]	Skill		Remove
Certified Nurse Aide for [Candidate] Audio Test	Knowledge		Remove
Certified Nurse Aide for [Candidate]	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**:

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

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:	

Pay with a Purchase Order

AUTHORIZED AGENT:

PO NUMBER:

Submit Purchase Order

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