

HOW TO PRINT A COMPLETION OF TRAINING CERTIFICATE

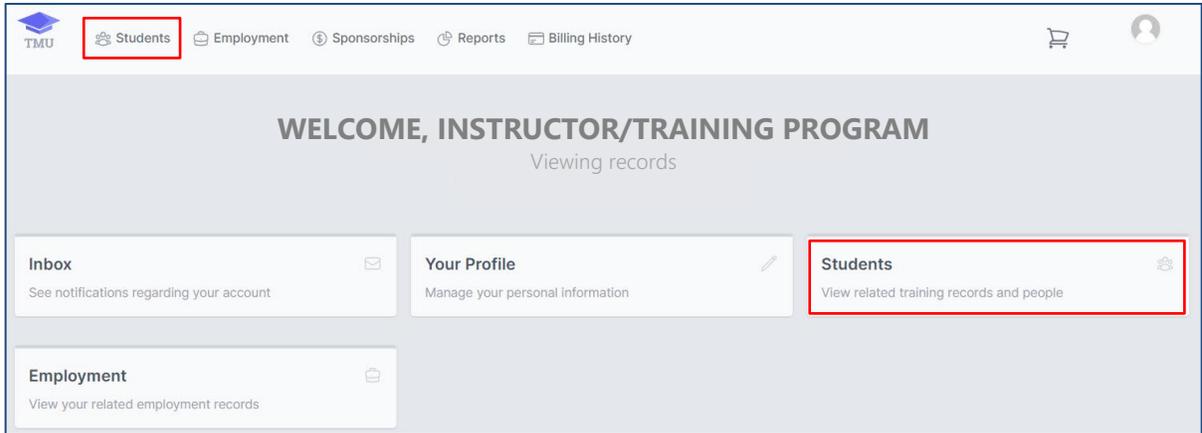
INSTRUCTOR/TRAINING PROGRAM INSTRUCTIONS

Begin by signing into your TMU© account.

- If you do not know your Email or Username and Password, enter your email address and click on 'Forgot Your Password?' You will be asked to re-enter your email, and a 'reset password link' will be sent to your email. If you cannot sign in, contact D&SDT-Headmaster at (800)393-8664.

This is the screen you will see when you sign into your TMU© account:

Click on **STUDENTS**-



Click on **EDIT**-

The screenshot shows the 'Students' list page. At the top, there is a search bar with the text 'Search students' and a 'Go' button. Below the search bar, there is a table with the following columns: 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The first row is highlighted with a red dashed border and has an 'Edit' button highlighted with a red box. The second and third rows are also visible.

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
Candidate, Sample Sample@email.com	Nurse Aide Completed Expires 06/28/2026	No active tests	No active certifications
Day, Valentine's student91612867b5319@hdmaster.com	Nurse Aide Completed Expires 02/22/2026	No active tests	No active certifications
James, Bella bellaj@gmail.com	Nurse Aide Completed Expires 09/03/2026	No active tests	No active certifications

Click on **TRAININGS**-

The screenshot shows the 'Edit' page for a student. At the top, there is a navigation bar with the text 'Home > Students > Edit'. Below the navigation bar, there is a profile card for 'Candidate, Sample Student'. Below the profile card, there is a sidebar with several menu items: 'Identification', 'Trainings' (highlighted with a red box), 'Test History', 'Employments', 'Login Info', and 'Other Options'. The main content area contains a form with the following fields: 'LEGAL FIRST NAME *' (Sample), 'MIDDLE' (empty), 'LEGAL LAST NAME *' (Candidate), 'SUFFIX' (empty), 'PHONE *' ((406) 555-2222), 'ALTERNATE PHONE' (empty), 'BIRTHDATE *' (empty), 'GENDER' (MALE, FEMALE, OTHER), 'AUDIO TESTS?' (checkbox), and 'UNLISTED FROM PHONE AND MAILING LISTS' (checkbox).

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Choose **PRINT** from the **ACTIONS** drop-down:

Home > Students > Candidate, Sample > Trainings

Candidate, Sample Student

Identification Incomplete Student Ready to Schedule SMS Enabled

TRAINING	STATUS	INSTRUCTOR	ENDED	EXPIRES	ACTIONS
Nurse Aide	Completed Normal	Arizona Coordinator	06/28/2024	06/28/2026	Print View

A certificate similar to the one below will populate for you to print.

Arizona Training Program (TP)
Name of Program

Certificate of Successful Completion

Awarded to

Sample Candidate
Name of Student Completing Course

162
Student's ID

Student's Date of Birth

for completing the prescribed course of studies for

Nurse Aide

06/28/2024
Completion Date

80.00 **40.00**
Most Recent Approval Date **Classroom Hours** **Clinical Hours**

Signature of Program Director or Instructor **Date Signed**

This document does not convey state certification.
The individual must pass the state-administered examination to attain state certification.

Validation Code: Dec 05, 2024 12:07

If you have any questions, please call D&SDT-Headmaster at (800)393-8664.