

## TRAINING PROGRAMS AND SPONSORING FACILITIES

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

*Credit Card or Purchase Order*

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

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

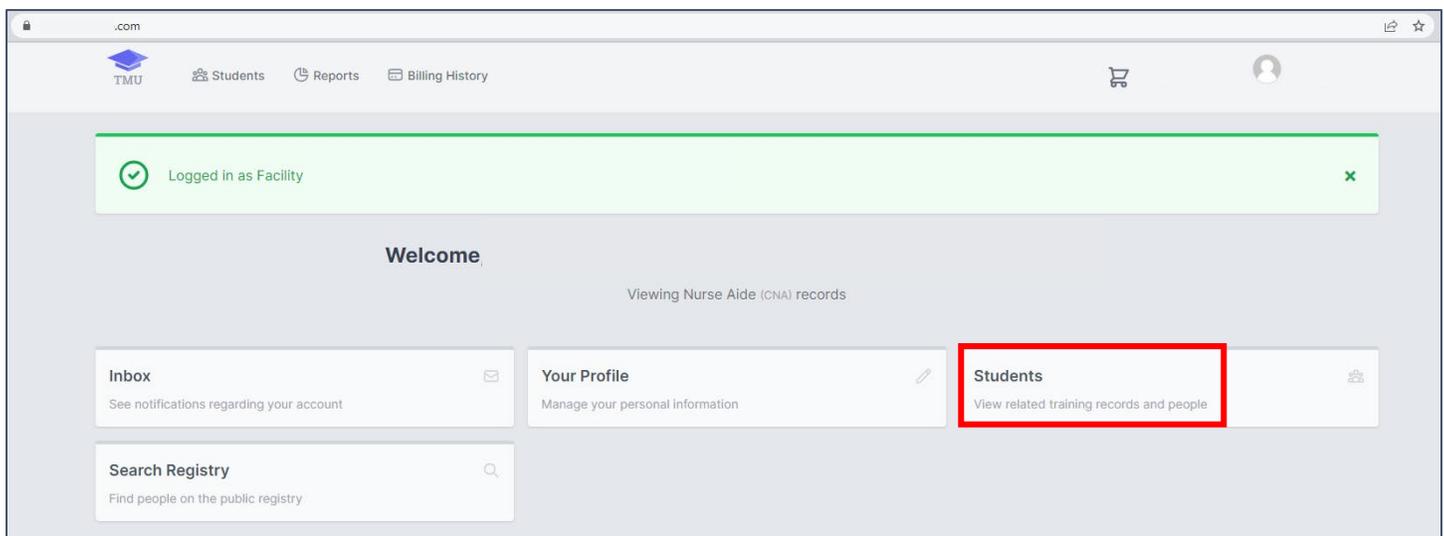
Once received by D&SDT-Headmaster's Accounting Department, your facility will be updated in your state's TMU© database to show you are pre-approved to pay with a purchase order, and D&SDT-Headmaster will invoice you.

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**:



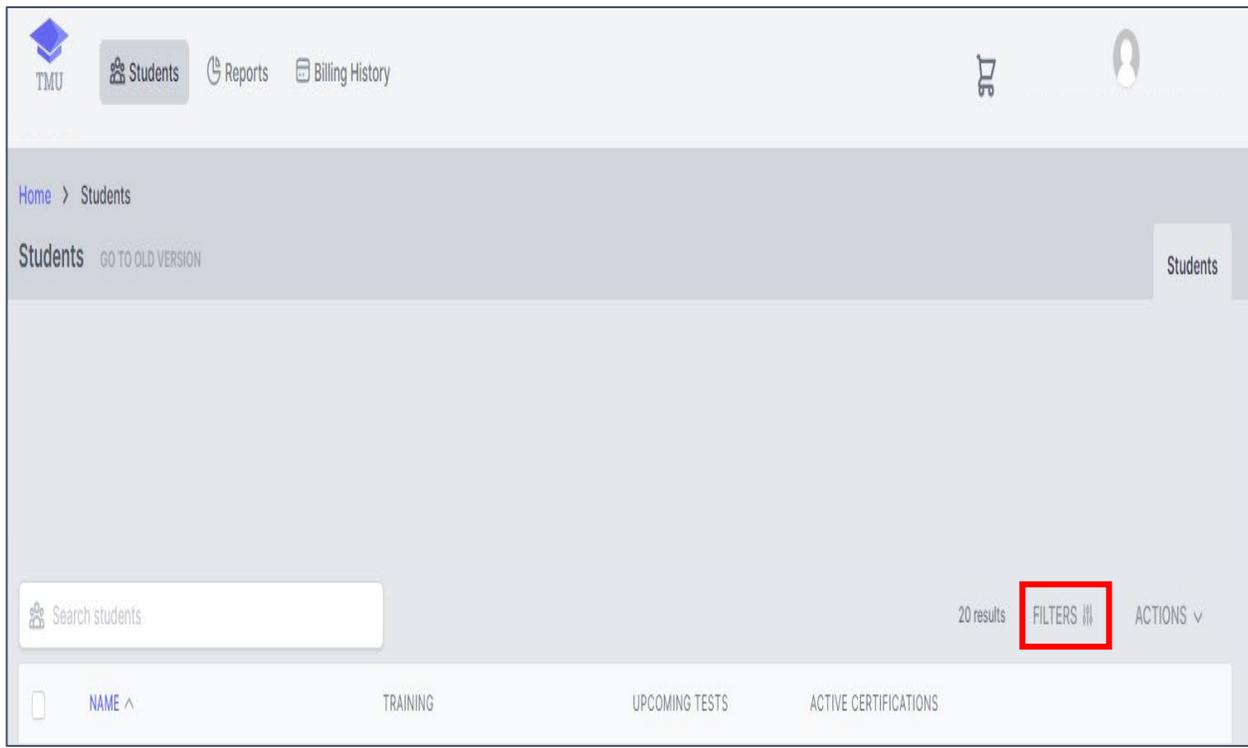
The screenshot shows a web application interface for TMU©. At the top, there is a navigation bar with the TMU logo and links for 'Students', 'Reports', and 'Billing History'. A green notification bar at the top left indicates 'Logged in as Facility'. Below this, the main content area is titled 'Welcome' and shows 'Viewing Nurse Aide (CNA) records'. There are three main menu items: 'Inbox' (See notifications regarding your account), 'Your Profile' (Manage your personal information), and 'Students' (View related training records and people). The 'Students' menu item is highlighted with a red rectangular box. There is also a 'Search Registry' option (Find people on the public registry).

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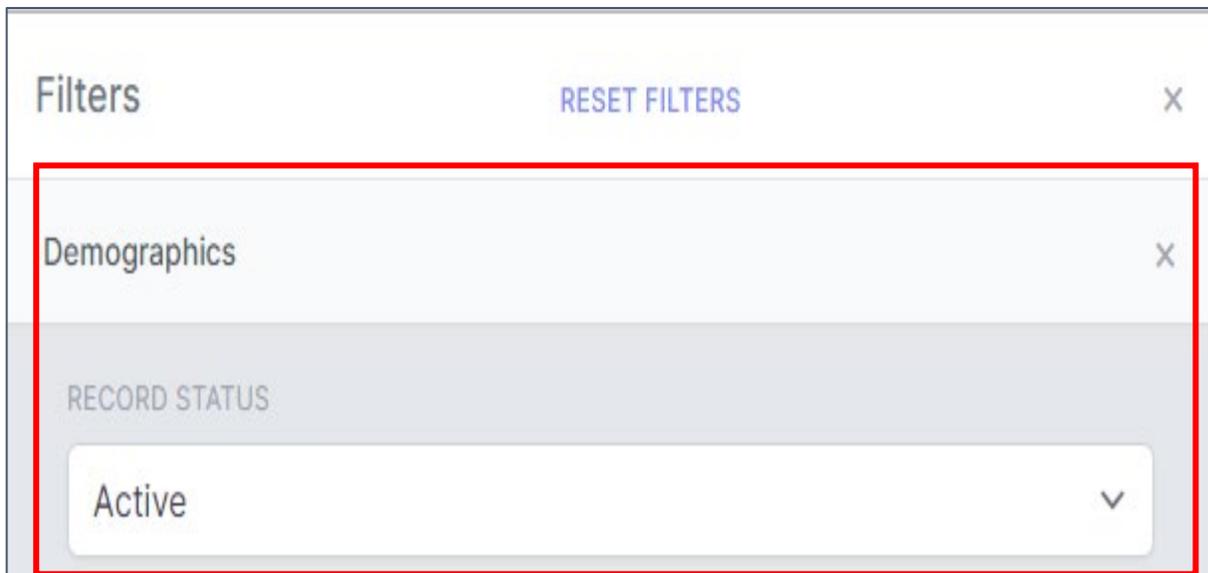
*Credit Card or Purchase Order*

Click on **FILTERS**:



The screenshot shows the TMU Students portal interface. At the top, there are navigation links for 'Students', 'Reports', and 'Billing History'. Below the navigation, there is a breadcrumb trail 'Home > Students' and a 'Students' button with a 'GO TO OLD VERSION' link. A search bar labeled 'Search students' is present. On the right side, there is a '20 results' indicator and a 'FILTERS' button with a dropdown arrow, which is highlighted with a red box. Below the search bar, there are several tabs: 'NAME ^', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'.

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



The screenshot shows a 'Filters' dialog box with a 'RESET FILTERS' button and a close 'X' icon. The 'Demographics' section is expanded, showing a 'RECORD STATUS' dropdown menu. The dropdown menu is set to 'Active' and has a close 'X' icon.

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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:

TMU Students Reports Billing History

Home > Students

Students GO TO OLD VERSION

Search students 3 results FILTERS ACTIONS

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	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/>	, Cindy DOB: 06/12/1963	<b>Nursing Assistant</b> Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/>	, Amber DOB: 07/31/1983	<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 Students interface. At the top, there are navigation links for 'Students', 'Reports', and 'Billing History'. Below this is a search bar and a table of candidates. The table has columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The first two rows are selected, indicated by blue checkmarks in the selection column. To the right of the table, there is an 'ACTIONS' dropdown menu with a red box around it. The dropdown menu is open, showing two options: 'Select All Matching' and 'Prepay'. The 'Prepay' option is highlighted.

## TRAINING PROGRAMS AND SPONSORING FACILITIES

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

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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 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 a payment form titled "What You're Paying For" with the following fields:

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

Below the table is a section titled "Pay with a Card" with the following fields:

- CARDHOLDER NAME
- CARD NUMBER
- EXP MONTH (dropdown menu)
- EXP YEAR (dropdown menu)
- SECURITY CODE
- CARDHOLDER ADDRESS
- CITY
- STATE (dropdown menu)
- ZIP CODE

A "Submit Payment" button is located at the bottom right of the form. 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** 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 \*  
[Redacted]

SUFFIX

PHONE \*  
[Redacted]

ALTERNATE PHONE

BIRTHDATE \*  
06/24/1999

GENDER  
 MALE  FEMALE  OTHER

AUDIO TESTS?

UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address

ADDRESS \*  
[Redacted]

CITY \*  
BELDING

STATE  
MI

ZIPCODE \*  
48809-1345

Sponsor  
No Sponsor

Actions

## **SPONSORING FACILITY**

Please 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](https://pdf.ac/11aAjt) -- <https://pdf.ac/11aAjt>

- ❖ 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 then receive an email with a link 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.

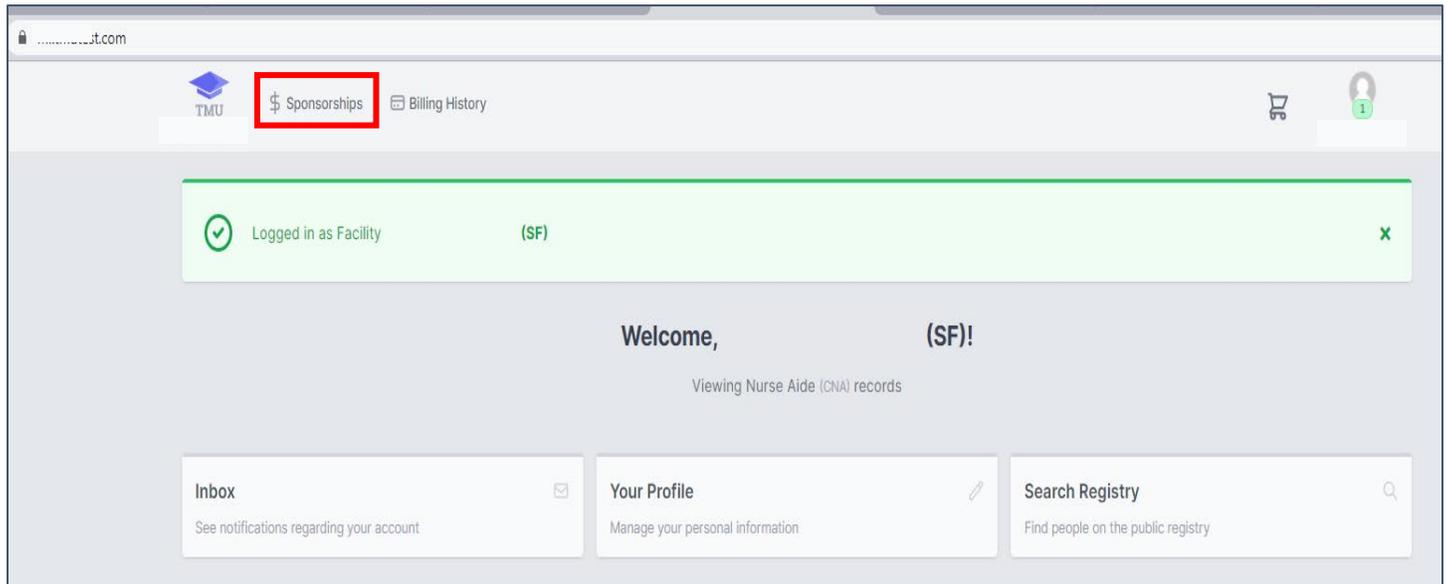
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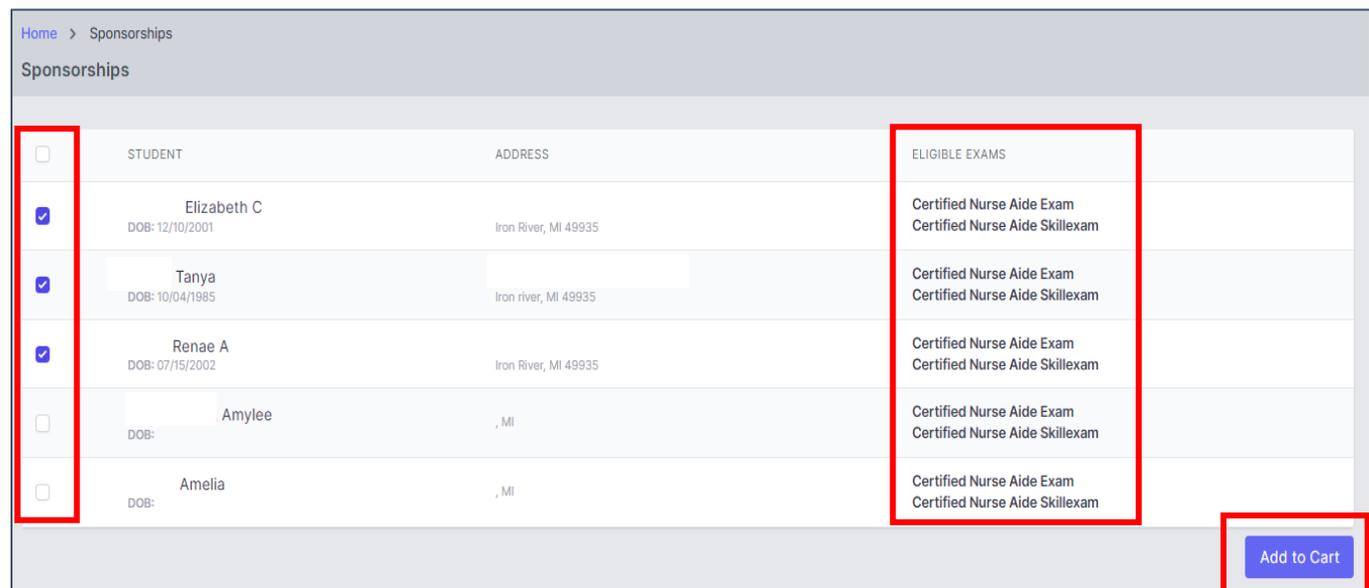
Sign in to your Sponsoring Facility record in your state's TMU© database using your sponsoring facility email or username and password.

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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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**

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

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

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 items:

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
<b>Total:</b>	

Below the table is a section titled "Pay with a Card" enclosed in a red border. It includes 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)

A blue "Submit Payment" button is located at the bottom right of the "Pay with a Card" section. A yellow callout box on the right side of the form states: "Your state's testing fees and the TOTAL will populate here".

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" within a "Prepay to Schedule" interface. It contains a table with the following items:

DESCRIPTION	COST
Certified Nurse Aide for Cindy	
Certified Nurse Aide for Madison	
Certified Nurse Aide for Madison	
<b>Total:</b>	

Below the table is a section titled "Pay with a Purchase Order" enclosed in a red border. It includes the following fields:

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

A blue "Submit Purchase Order" button is located at the bottom right of the "Pay with a Purchase Order" section. A yellow callout box on the right side of the form states: "Your state's testing fees and the TOTAL will populate here".

**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 (877) 851-2355.**