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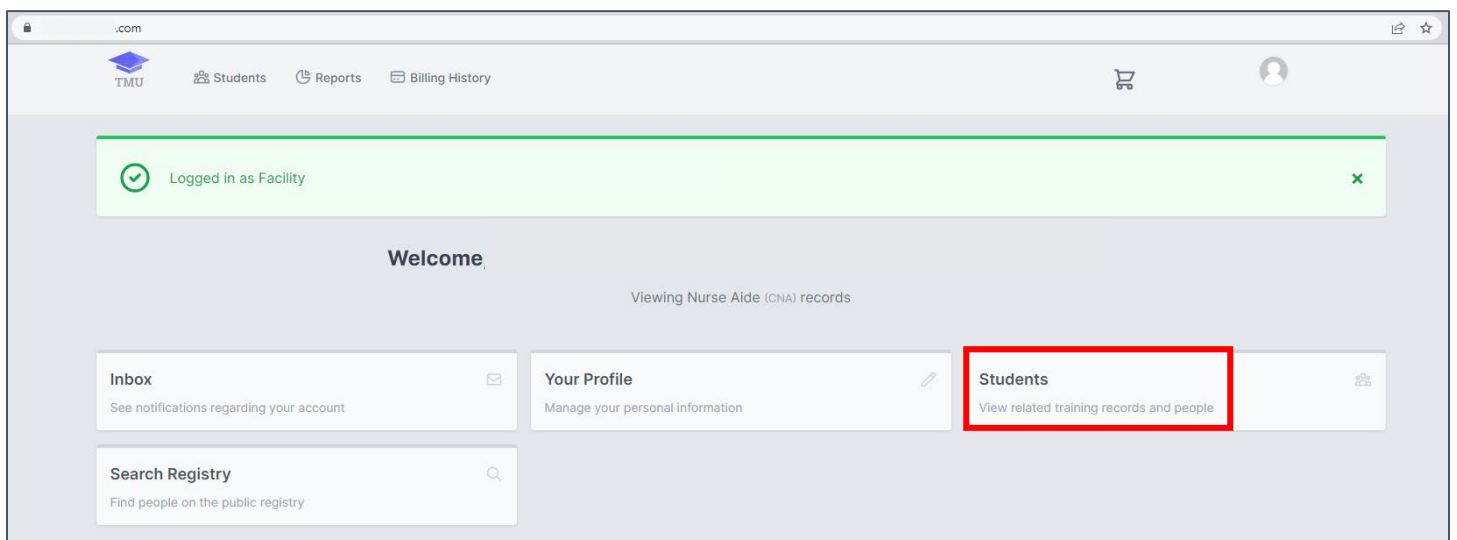
Check 'Training Program' at the top of the form.

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.
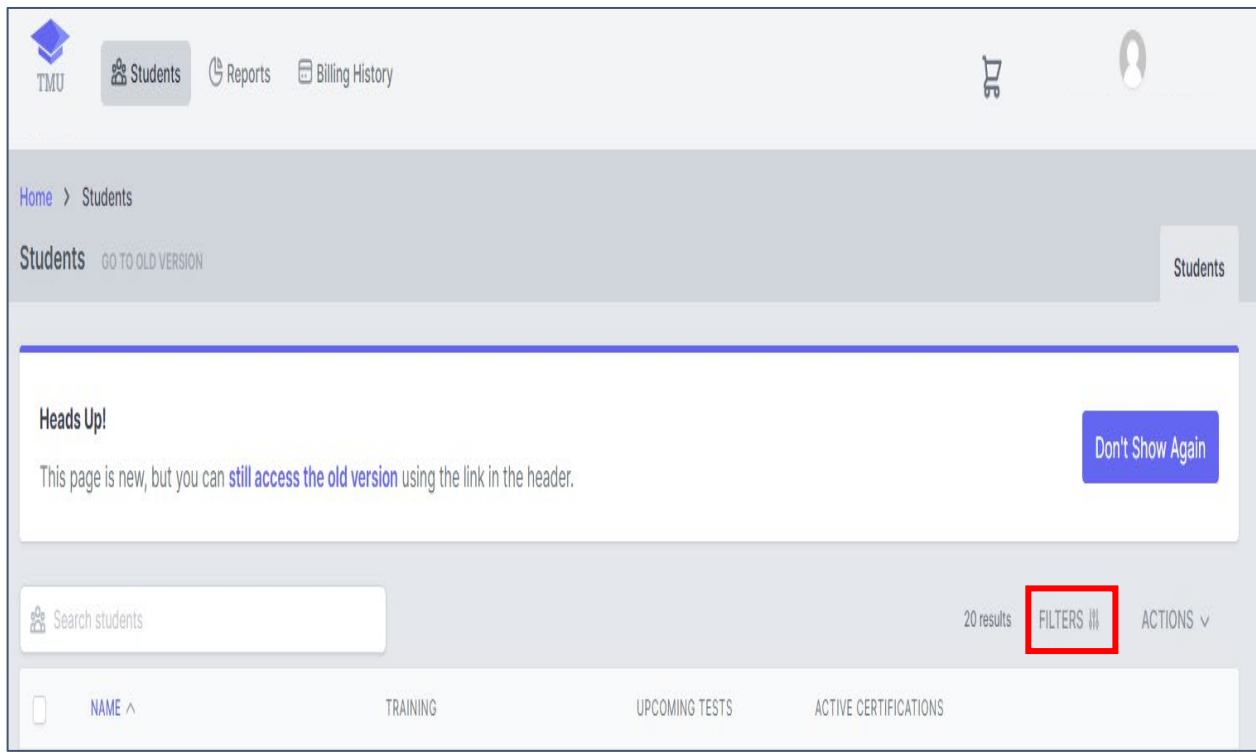
❖ Click on STUDENTS:

Click on FILTERS:

Under DEMOGRAPHICS – select the Record Status of ACTIVE from the drop-down list:
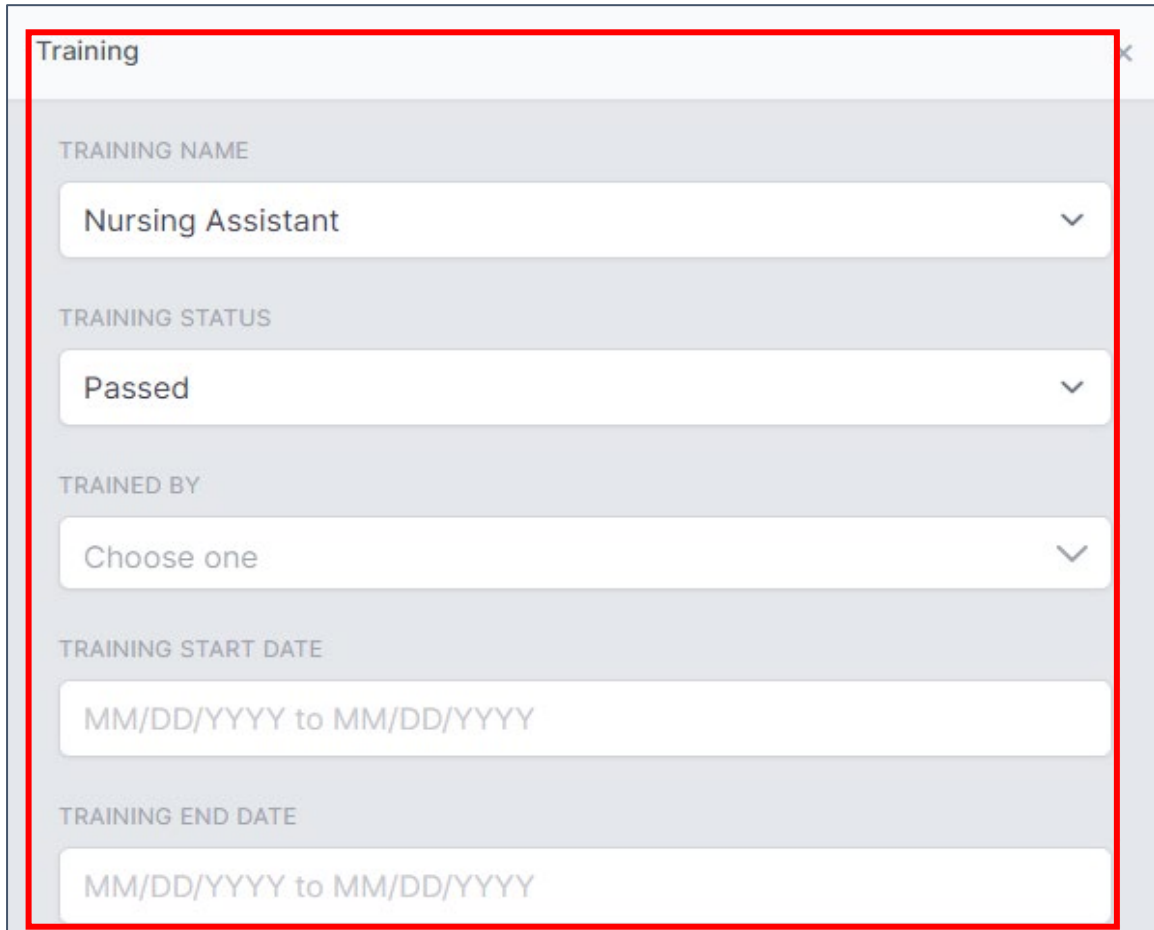
Under TRAINING – select the Training Name of <mark>NURSING ASSISTANT</mark> from the drop-down list
   ❖ Select the Training Status of <mark>PASSED</mark> from the drop-down list:

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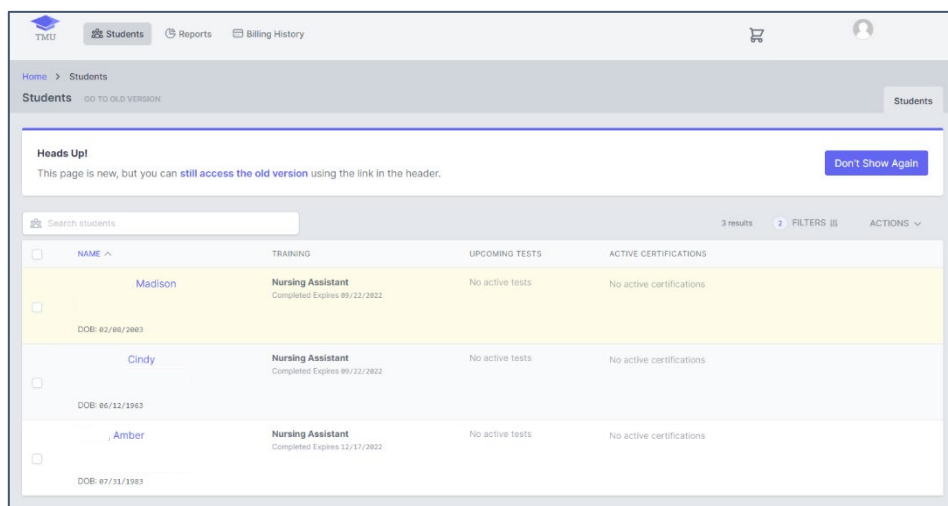

A list of the candidates will populate:

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

(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.)

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

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

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

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.

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.

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.

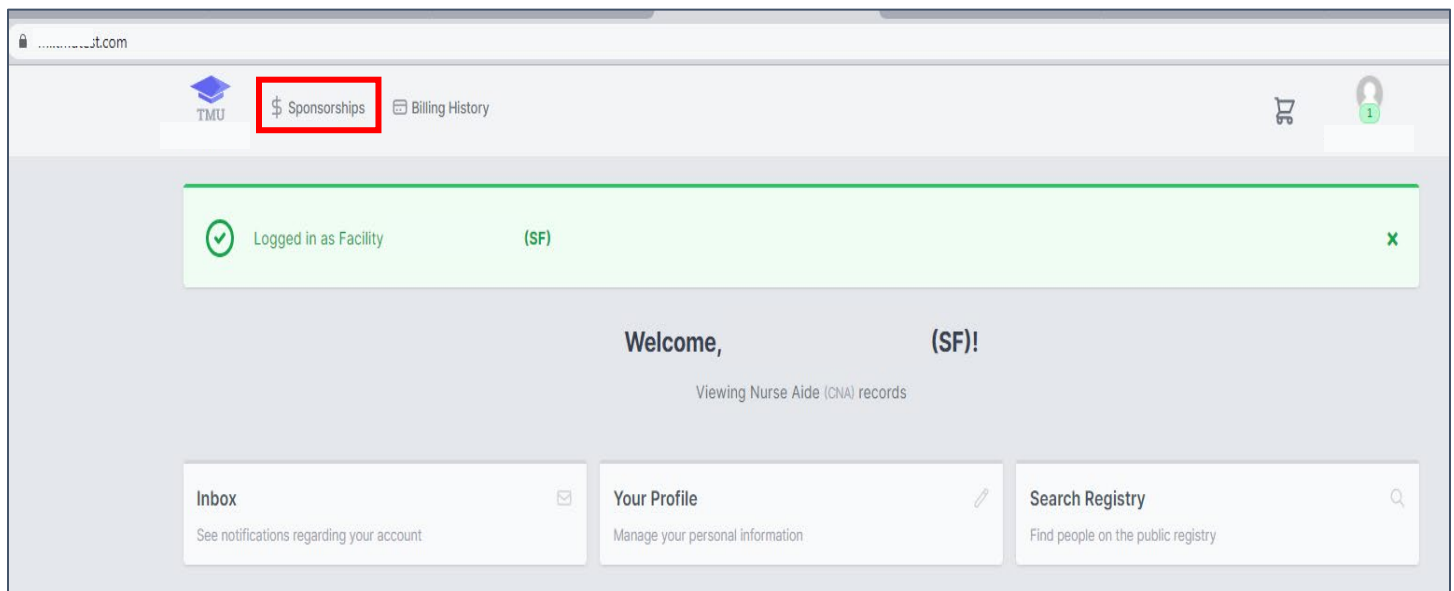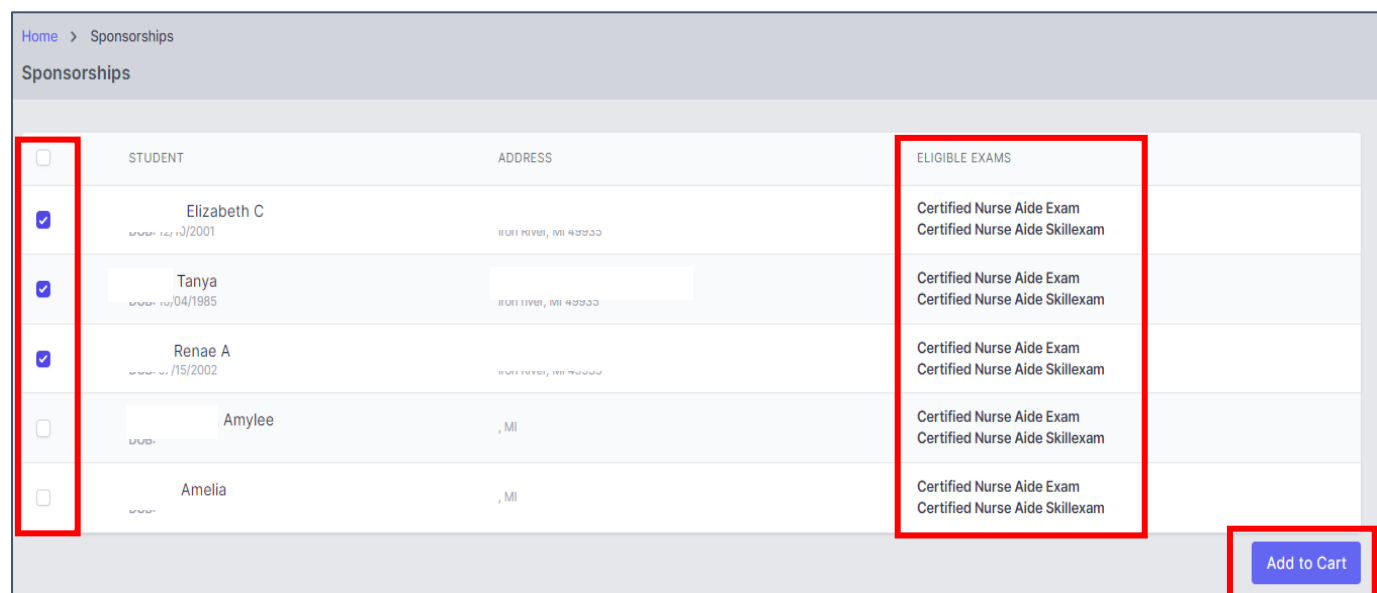- ❖ Follow the instructions on the next page to pay for your candidate's testing fees.

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

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

When paying with a Credit Card, you will fill out the information required and click 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 candidate's testing fees have been paid, and they are ready to schedule a test event.