

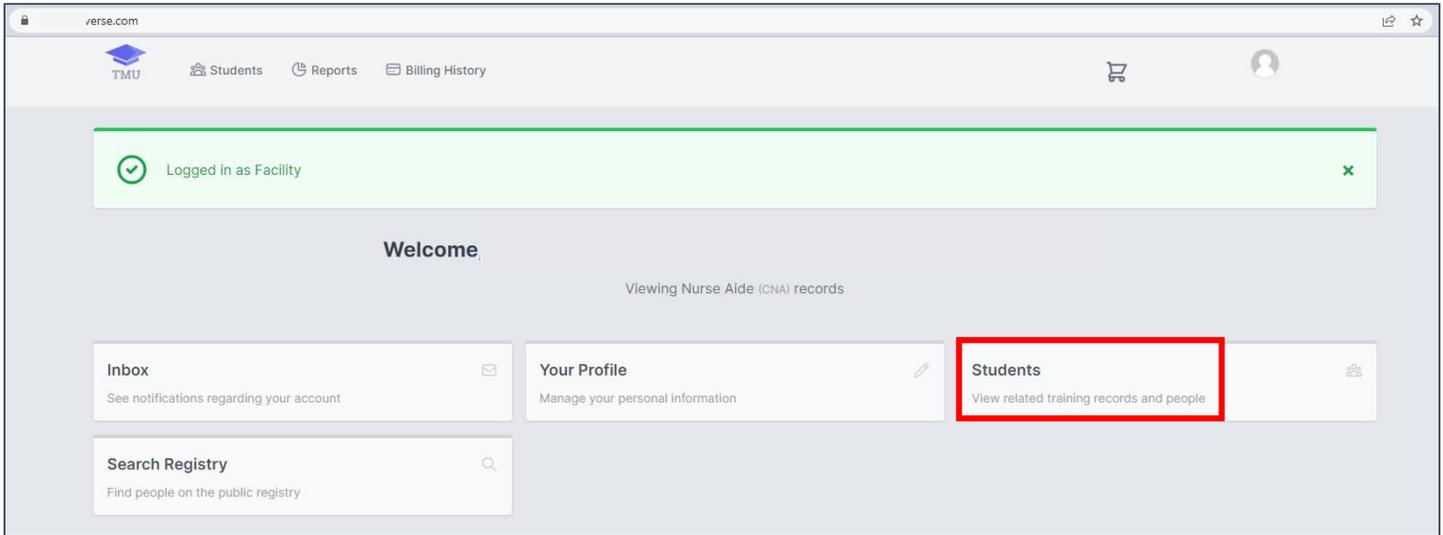
# TRAINING PROGRAMS

## How to Pay Candidate Test Fees in TMU©

Credit Card or Purchase Order

Sign in to the Training Program record in your state's TMU© database using your training program email or username and password.

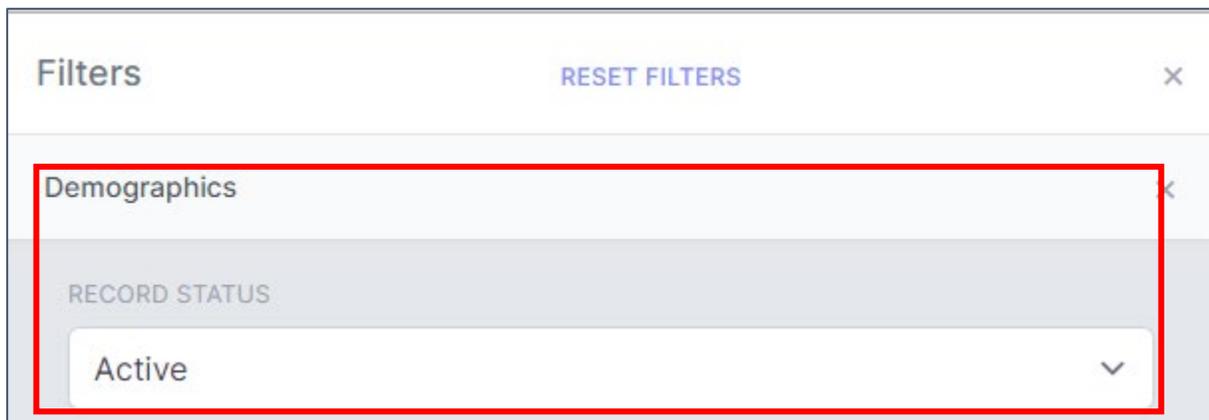
❖ Click on **STUDENTS**:



Click on **FILTERS**:



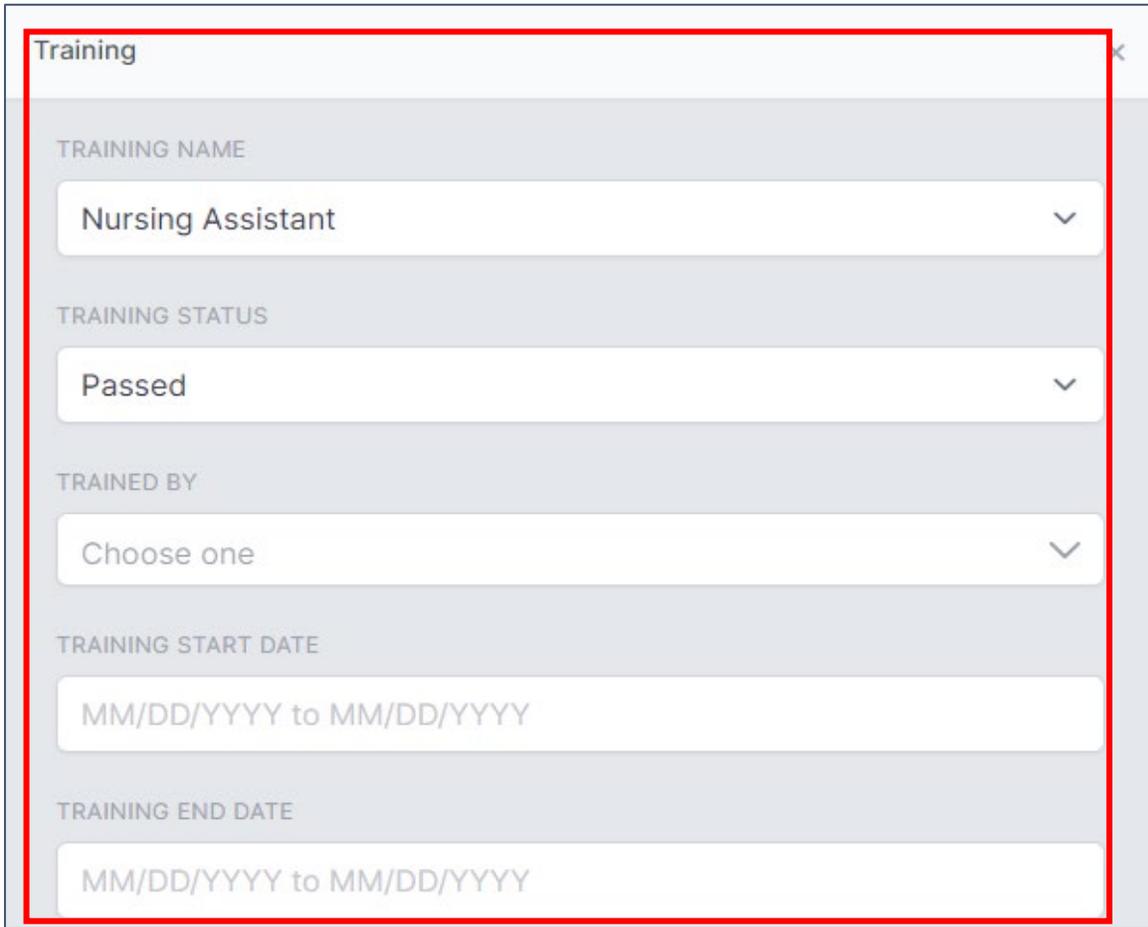
Under **DEMOGRAPHICS** – select the Record Status of **ACTIVE** from the drop-down list:



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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:

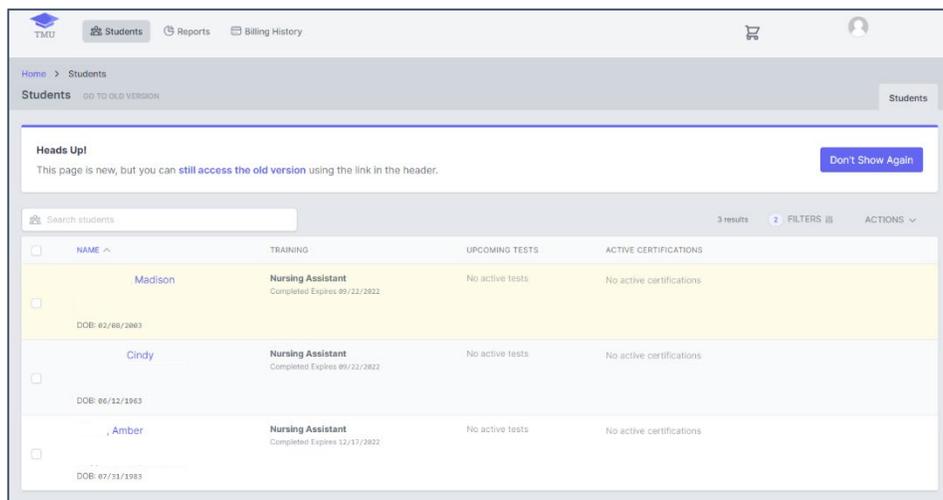
*(You can also filter by Trained By, Training Start Date and Training End Date to narrow down the candidates you will be paying for.)*



The screenshot shows a 'Training' filter form with the following fields:

- 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:



The screenshot shows the TMU Students page with a table of candidates. The table has columns for NAME, TRAINING, UPCOMING TESTS, and ACTIVE CERTIFICATIONS. There are 3 results shown.

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: 06/12/1992	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
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:

*(Or, 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 management interface. At the top, there are navigation links for 'Students', 'Reports', and 'Billing History'. Below this is a 'Heads Up!' notification box. The main content area features a search bar and a table of students. The table has columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. Three students are listed: Madison, Cindy, and Amber. The 'ACTIONS' dropdown menu is open, showing options for '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** (if you have been pre-approved to pay with a purchase order by filling out the **Facility Account Information form** (←click link) and submitting it to D&SDT-Headmaster's accounting department)

**NOTE: YOUR STATE'S TESTING FEE AMOUNTS WILL AUTOMATICALLY POPULATE FOR YOUR STATE UNDER AMOUNT**

The screenshot shows a 'Cart' page with a breadcrumb 'Home > Cart'. A green notification bar at the top states: 'Added Certified Nurse Aide Skill for Madison to your cart.', 'Added Certified Nurse Aide Knowledge for Madison to your cart.', and 'Added Certified Nurse Aide Knowledge for Cindy your cart.' Below this is a table with columns: DESCRIPTION, ITEM TYPE, AMOUNT, and a 'Remove' link. The table contains three rows: '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 with the text: 'Your state's testing fees and the TOTAL will automatically populate here'. At the bottom right, there are two buttons: 'Pay with Credit Card' and 'Pay with Purchase Order', both highlighted with red boxes.

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

The screenshot shows a 'What You're Paying For' section with a table containing three rows: 'Certified Nurse Aide for Cindy', 'Certified Nurse Aide for Madison', and 'Certified Nurse Aide for Madison'. A yellow callout box is overlaid on the table with the text: 'Your state's testing fees and the TOTAL will populate here'. Below the table is a 'Pay with a Card' section with the following fields: CARDHOLDER NAME, CARD NUMBER, EXP MONTH (dropdown), EXP YEAR (dropdown), SECURITY CODE, CARDHOLDER ADDRESS, CITY, STATE (dropdown), and ZIP CODE. A 'Submit Payment' button is located at the bottom right, highlighted with a red box.

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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 "Prepay to Schedule". At the top, it says "Home > Prepay". Below that, the main heading is "Prepay to Schedule". The form is divided into two main sections. The first section is titled "What You're Paying For" and contains a warning: "Please do not pay from this receipt. An official invoice will be sent to you from our accounting system". Below this is a table with two columns: "DESCRIPTION" and "COST". The table lists three items: "Certified Nurse Aide for Cindy", "Certified Nurse Aide for Madison", and "Certified Nurse Aide for Madison". A "Total:" label is positioned at the bottom right of the table. A yellow callout box points to the "Total:" label with the text: "Your state's testing fees and the TOTAL will populate here". The second section is titled "Pay with a Purchase Order" and contains two input fields: "AUTHORIZED AGENT" and "PO NUMBER". A blue button labeled "Submit Purchase Order" is located at the bottom right of this section, highlighted with a red border.

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**

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