



MAP RECERTIFICATION

Trainer's Responsibility

You must Adopt the student to begin the process.

The screenshot shows the TMU MASS MAP interface. At the top, there are navigation tabs for Students, Reports, Scoring, and Profile. Below the navigation, there is a breadcrumb trail: Home > Students. A blue box highlights the 'Adopt Student' button. Below this, there is a search bar with the text 'Search students' and a 'Go' button. To the right of the search bar, it says '22 found' and 'Select All'. There are also 'Per page' and 'Filters' options. Below the search bar, there is a table with columns: NAME, TRAINING, UPCOMING TESTS, and ACTIVE CERTIFICATIONS. The first row shows 'ALBERTS, SANDY R' with a status of 'Archived'. Below the name, there is a list of details: 'user772579748dcl@temp.hdmaster.com', 'FINDLAY, OH 45840', and 'DOB: 11/27/1971'. The second row shows 'APE, GRAPE' with a status of 'Archived'. The table indicates 'No active trainings', 'No active tests', and 'No active certifications' for both students.

Pull up the candidates record and go to "Trainings"

The screenshot shows the TMU MASS MAP interface for a student record. At the top, there are navigation tabs for Students, Reports, Scoring, and Profile. Below the navigation, there is a breadcrumb trail: Home > Students > Edit. The main heading is 'Manage Student Record'. On the left side, there is a sidebar with several tabs: Identification, Trainings, Test History, Certifications, Employments, Contacts, and Login Info. The 'Trainings' tab is highlighted with a blue box. The main content area shows the student's profile information. At the top, it says 'CANDIDATE, PRACTICE Student' and 'SMS Enabled'. Below this, there are several form fields: 'LEGAL FIRST NAME *' (PRACTICE), 'MIDDLE' (empty), 'LEGAL LAST NAME *' (CANDIDATE), 'PHONE *' ((419) 420-1605), 'ALTERNATE PHONE' (empty), 'BIRTHDATE *' (01/01/1970), 'GENDER' (radio buttons for MALE, FEMALE, OTHER), 'UNLISTED FROM PHONE AND MAILING' (checkbox), and 'HIDE ADDRESS FROM REGISTRY' (checkbox). At the bottom, there are 'Mailing Address' and 'ADDRESS *' fields. The 'ADDRESS *' field contains '333 OAKLAND AVE', 'CITY *' (FINDLAY), and 'STATE *' (Ohio).

Click "Add New Training"

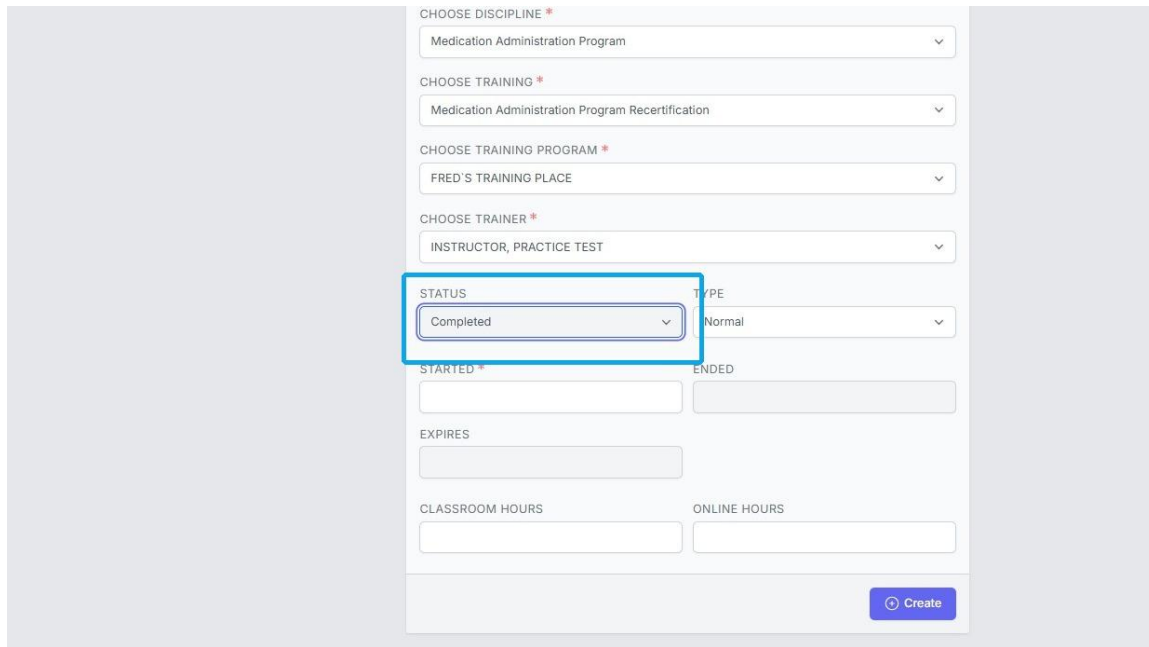
The screenshot shows a user profile page for a candidate named 'Fred'. At the top, there are navigation links for 'Scoring' and 'Profile', and a 'PRACTICE' button. Below this is a 'Trainings' section. The main content area shows 'CANDIDATE, PRACTICE Student' with 'SMS Enabled' and an 'Actions' dropdown. A table titled 'Training History' contains one entry: 'Medication Administration Program Recertification' with a status of 'Completed'. The 'Actions' column for this entry contains a button labeled 'Add New Training +' which is highlighted with a blue box.

ID	Status	Training Program	Trainer	Ended	Expires	Actions
1	Completed	FRED'S TRAINING PLACE	PRACTICE TEST INSTRUCTOR	05/06/2026	08/06/2026	Add New Training +

From the Choose Training dropdown select the "Medication Administration Program Recertification" option

The screenshot shows the 'Add Training' form. The form includes several dropdown menus: 'STUDENT' (PRACTICE CANDIDATE), 'CHOOSE DISCIPLINE *' (Medication Administration Program), 'CHOOSE TRAINING *' (Medication Administration Program Recertification), 'CHOOSE TRAINING PROGRAM *' (FRED'S TRAINING PLACE), and 'CHOOSE TRAINER *' (INSTRUCTOR, PRACTICE TEST). There are also fields for 'STATUS' (Attending), 'TYPE' (Normal), 'STARTED *', and 'ENDED'. The 'CHOOSE TRAINING *' dropdown is highlighted with a blue box.

Change the Status from "Attending" to "Completed"



CHOOSE DISCIPLINE *

Medication Administration Program

CHOOSE TRAINING *

Medication Administration Program Recertification

CHOOSE TRAINING PROGRAM *

FRED'S TRAINING PLACE

CHOOSE TRAINER *

INSTRUCTOR, PRACTICE TEST

STATUS

Completed

TYPE

Normal

STARTED *

ENDED

EXPIRES

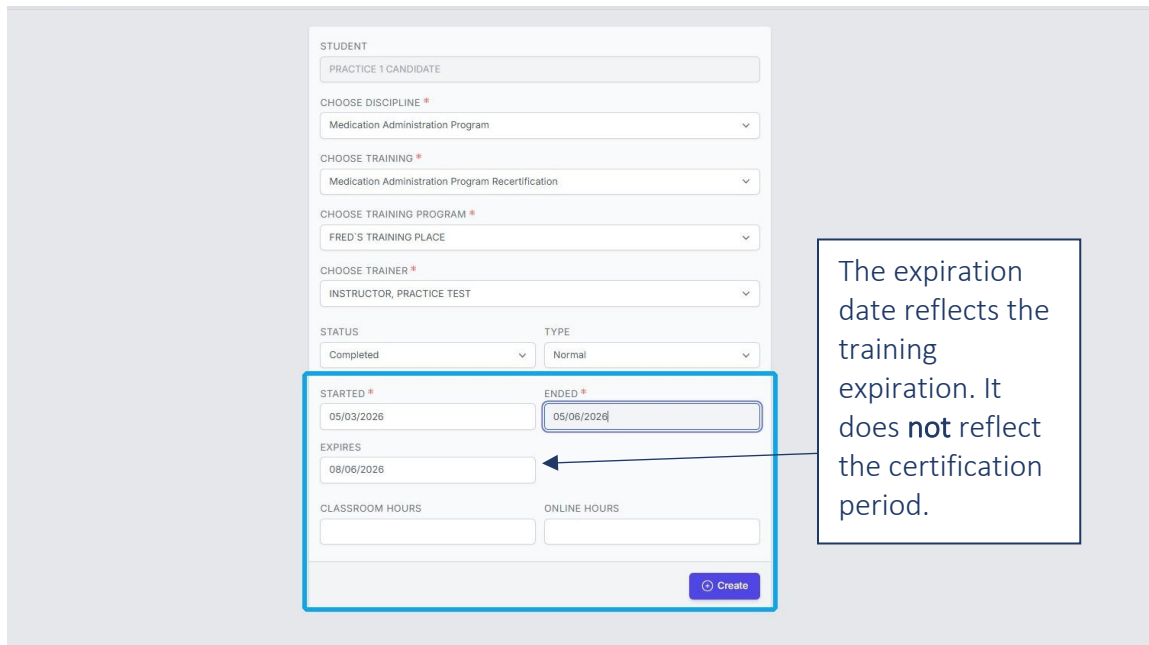
CLASSROOM HOURS

ONLINE HOURS

Create

Enter the start and end dates and then click "Create"

The expiration date will auto populate and classroom and clinical hours can be left blank



STUDENT

PRACTICE 1 CANDIDATE

CHOOSE DISCIPLINE *

Medication Administration Program

CHOOSE TRAINING *

Medication Administration Program Recertification

CHOOSE TRAINING PROGRAM *

FRED'S TRAINING PLACE

CHOOSE TRAINER *

INSTRUCTOR, PRACTICE TEST

STATUS

Completed

TYPE

Normal

STARTED *

05/03/2026

ENDED *

05/06/2026

EXPIRES

08/06/2026

CLASSROOM HOURS

ONLINE HOURS

Create

The expiration date reflects the training expiration. It does not reflect the certification period.

Employment Funding

In order for an in-house recert, the candidate must have funding. The trainer can go to "employments" to add this

The screenshot shows the TMU MASS MAP interface. At the top, there are navigation links for Students, Reports, Scoring, and Profile. The breadcrumb trail is Home > Students > Candidate, Practice 1 > Trainings. The main heading is 'Manage Student Record'. On the left sidebar, the 'Employments' menu item is highlighted with a blue box. The main content area shows a green notification 'Added training.' and a profile for 'CANDIDATE, PRACTICE 1 Student' with 'SMS Enabled'. Below this is a 'Training History' table:

Training	Status	Training Program	Trainer	Ended	Ex
Medication Administration Program Recertification	Completed	FRED'S TRAINING PLACE	PRACTICE TEST INSTRUCTOR	05/06/2026	08
Medication Administration Program	Attending Archived	FRED'S TRAINING PLACE	PRACTICE TEST INSTRUCTOR		

Click "Add Employment Funding"

The screenshot shows the 'Employment Fundings' section for 'CANDIDATE, PRACTICE 1 Student'. It includes an 'Actions' dropdown menu and a 'Showing: Active' dropdown menu. Below the menu is a message: 'No matching funding requests found'. At the bottom right, the 'Add Employment Funding' button is highlighted with a blue box.

Select the employer from the drop-down menu and click "Create"

PRACTICE

Employment Funding
ment Funding

Employment

PROVIDER *

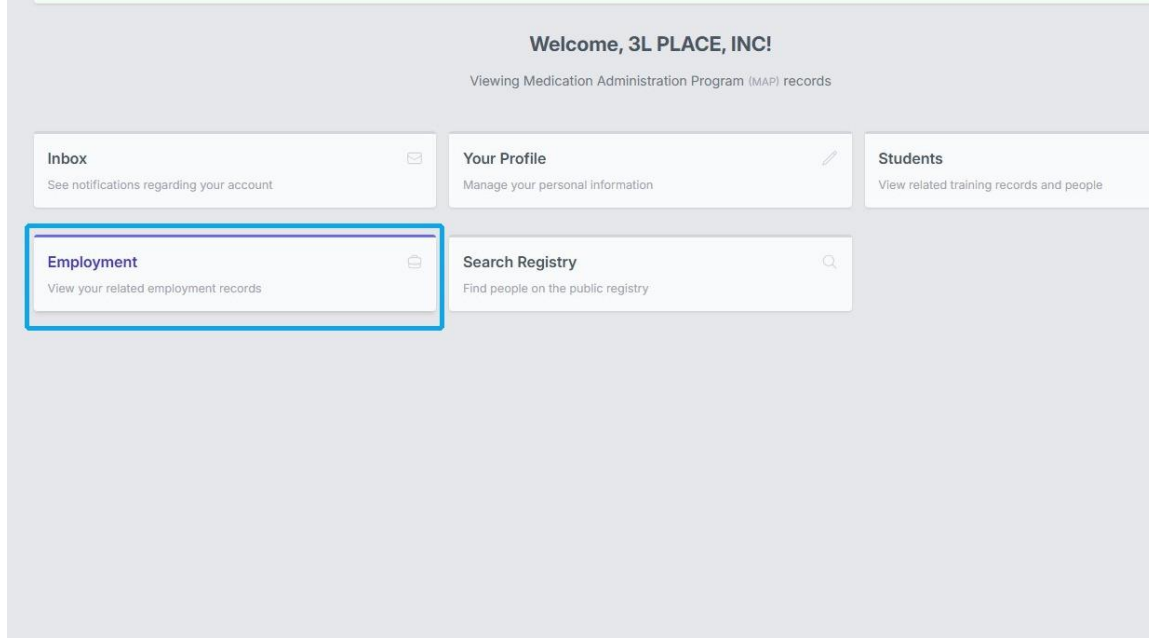
3L PLACE, INC

Create

Employment Verification

The employer will need to log in and verify the employment request.

Once the employer is logged in, they will click on "Employment."



Click Verify for the student

The screenshot shows the 'Employment Fundings' table. The table has columns for 'Person', 'Date of Hire', 'Status', 'Verified', and 'Created'. There are two rows of data. The second row, for 'PRACTICE 1 CANDIDATE', has a 'Verify' button highlighted with a blue box.

Person	Date of Hire	Status	Verified	Created
	05/19/2022	Pending	Deny Verify	05/19/2022 02:31 PM
PRACTICE 1 CANDIDATE	05/06/2026	Pending	Deny Verify	05/06/2026 10:01 AM

Select the candidates funding type, check the attestation and click "Complete Verification"

Verify Employment ×

STUDENT	PROVIDER
CANDIDATE, PRACTICE 1	3L PLACE, INC
DATE OF HIRE	
05/06/2026	
FUNDING TYPE	
Adult DDS	
<input checked="" type="checkbox"/> I verify that CANDIDATE, PRACTICE 1 is currently employed at this Provider	
Complete Verification	

Trainers Responsibility

Once the candidate's employment has been verified. The trainer will find the candidates record and click "Certifications"

MASS MAP

Home > Students > Edit

Manage Student Record

Identification

Trainings

Test History

Certifications

Employments

Contacts

Login Info

CANDIDATE, PRACTICE 1 Student
SMS Enabled Recert Eligible

LEGAL FIRST NAME * PRACTICE MIDDLE 1 LEGAL LAST NAME * CANDIDATE

PHONE * (123) 456-7891 ALTERNATE PHONE

BIRTHDATE * 01/01/1970

GENDER MALE FEMALE OTHER UNLISTED FROM PHONE AND MAILING LISTS HIDE ADDRESS FROM REGISTRY

Mailing Address ADDRESS * 1000 Findlay Ave. CITY * Boston STATE * Massachusetts ZIPCODE 02100

Funding Type Adult DDS

Click "Actions" for the certification record

Scoring Profile

PRACTICE

> Certifications

CANDIDATE, PRACTICE 1 Student
SMS Enabled Recert Eligible

Actions

Certification History

certification	Status	Source	Funding	Certified	Expires	Actions
Job Administration Program	Active	Initial MA013060001555	Self Pay	04/11/2024	05/06/2026	Actions

Click "Recertify Inhouse"

> Certifications

CANDIDATE, PRACTICE 1 Student
SMS Enabled Recert Eligible Actions ▾

Education History

Education	Status	Source	Funding	Certified	Expires	Actions
Medication Administration Program	Active	Initial MA013060001555	Self Pay	04/11/2024	05/06/2026	Actions ▾ Print Certificate Recertify Inhouse

Select Passed or Failed

> Students > Practice 1 Candidate > Recertify

Complete Recertification

Inhouse Recertification
Enter inhouse recertification details

CERTIFICATION: Medication Administration Program LICENSE: MA013060001555

MED ADMIN *
Passed ▾

FUNDING TYPE *
Select Funding ▾

TRAINING PROGRAM *
FRED'S TRAINING PLACE ▾

RECOMMENDING MAP SITE SUPERVISOR *
[Empty Field]

CERTIFIED * [Empty Field] **EXPIRES**: 05/31/2028

Submit

Select the funding type

Students > Practice 1 Candidate > Recertify

Recertification

Inhouse Recertification
Enter inhouse recertification details

CERTIFICATION: Medication Administration Program LICENSE: MA013060001555

MED ADMIN *: Passed

FUNDING TYPE *
Adult DDS

TRAINING PROGRAM *: FRED'S TRAINING PLACE

RECOMMENDING MAP SITE SUPERVISOR *

CERTIFIED * EXPIRES: 05/31/2028

Submit

In the "Recommending MAP Site Supervisor" field enter the MAP Site Supervisor's name.

**The Recommending MAP Site Supervisor is recommending the staff for Recertification, and they may administer medication and perform medication-related tasks. This person is not the same person as the MAP Trainer entering this information*

Recertification

Inhouse Recertification
Enter inhouse recertification details

CERTIFICATION: Medication Administration Program LICENSE: MA013060001555

MED ADMIN *: Passed

FUNDING TYPE *: Adult DDS

TRAINING PROGRAM *: FRED'S TRAINING PLACE

RECOMMENDING MAP SITE SUPERVISOR *

CERTIFIED * EXPIRES: 05/31/2028

Submit

19. Enter the certified date and click submit

certification

Inhouse Recertification

Enter inhouse recertification details

CERTIFICATION

Medication Administration Program

LICENSE

MA013080001555

MED ADMIN *

Passed

FUNDING TYPE *

Adult DDS

TRAINING PROGRAM *

FRED'S TRAINING PLACE

RECOMMENDING MAP SITE SUPERVISOR *

Berry Andrews

CERTIFIED *

05/06/2026

EXPIRES

05/31/2028

Submit