

TRAINING PROGRAMS AND SPONSORING FACILITIES

How to Pay Candidate Test Fees in TMU©

Credit Card or Purchase Order

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

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

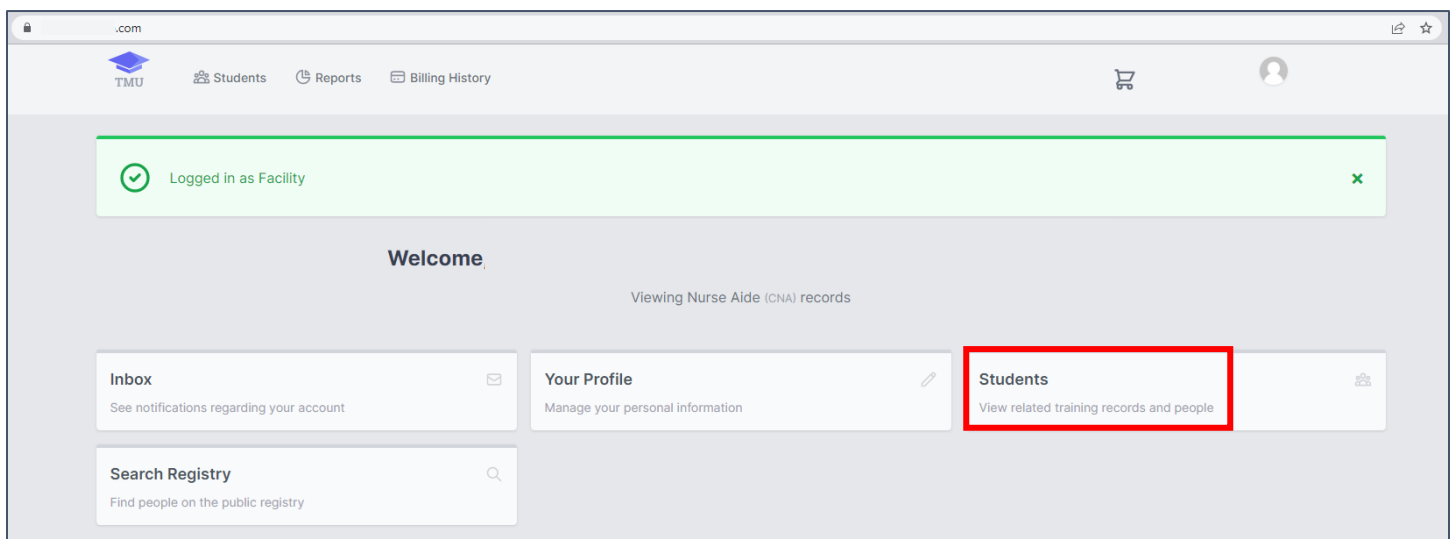
Once received by D&SDT-Headmaster's Accounting Department, your facility will be updated in your state's TMU© database to indicate that you are pre-approved to pay with a purchase order, and D&SDT-Headmaster will invoice you accordingly.

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**:



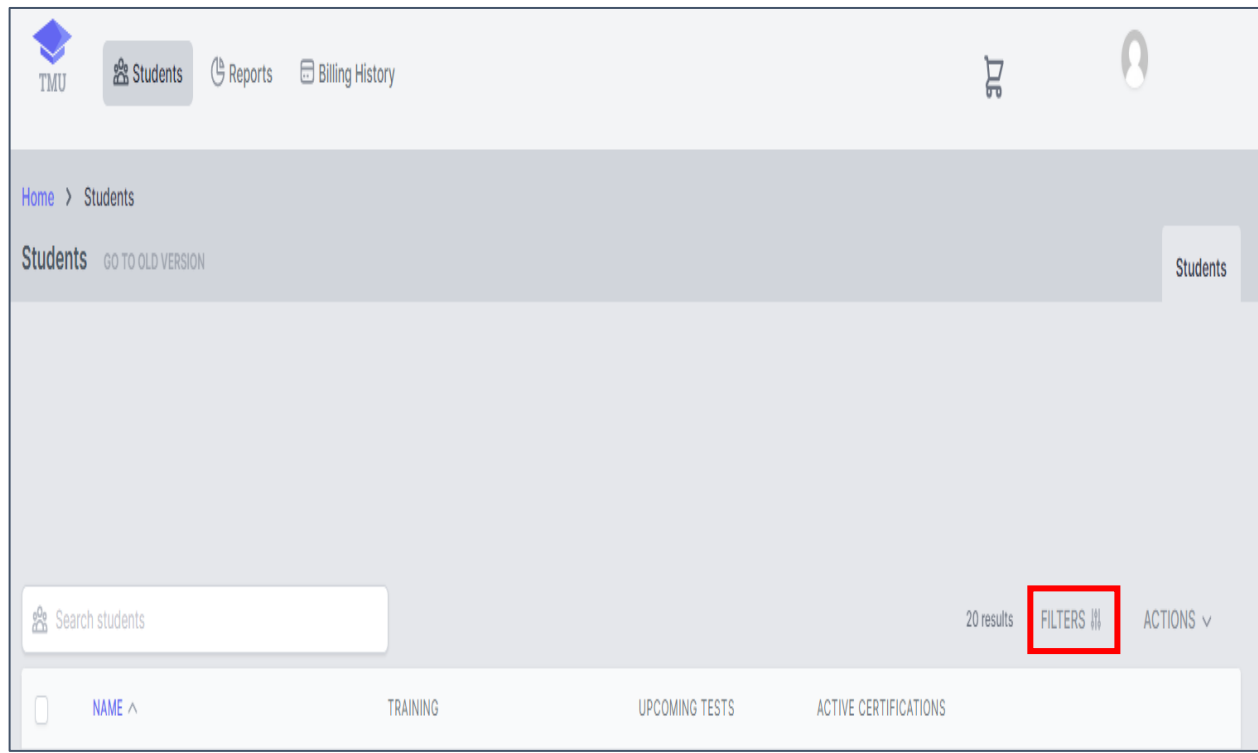
The screenshot shows a web browser window with the TMU© database interface. The top navigation bar includes the TMU logo, 'Students', 'Reports', and 'Billing History' links, along with a shopping cart icon and a user profile icon. A green notification bar at the top indicates 'Logged in as Facility'. Below this, the main content area displays 'Welcome' and 'Viewing Nurse Aide (CNA) records'. A horizontal menu contains three items: 'Inbox' (with a notification icon), 'Your Profile' (with an edit icon), and 'Students' (with a group icon). The 'Students' item is highlighted with a red rectangular box. Below the menu, there is a 'Search Registry' section with a search icon and the text 'Find people on the public registry'.

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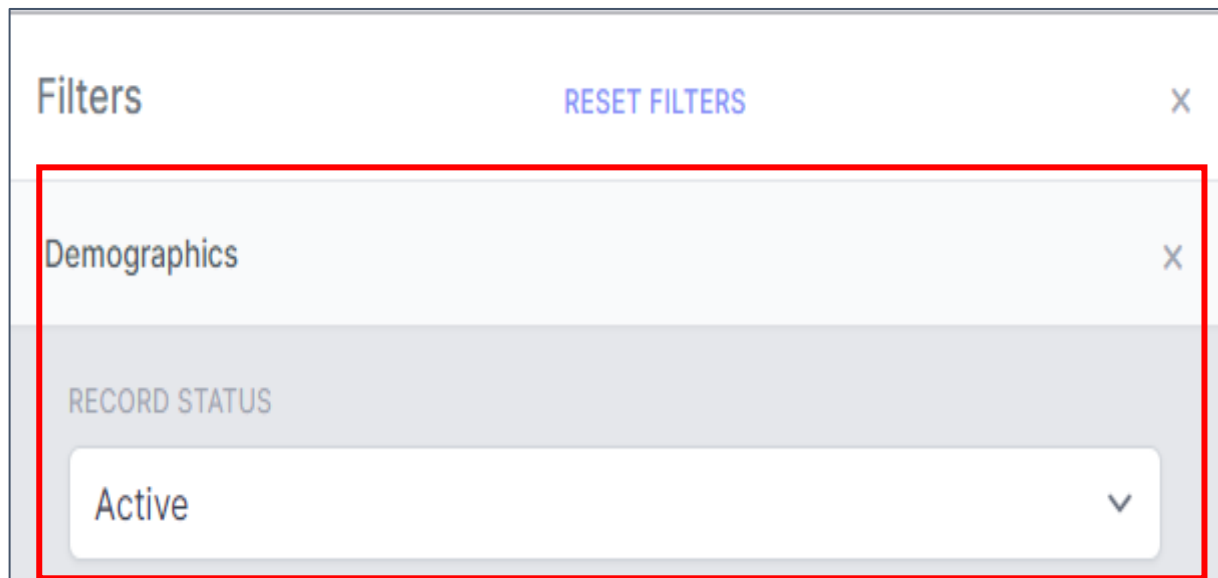
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Click on **FILTERS**:



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** 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	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/>	, Cindy	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/>	, Amber	Nursing Assistant 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, there is a search bar and a table of students. The table has columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The 'ACTIONS' dropdown menu is open, showing 'Select All Matching' and 'Prepay' options. The 'Prepay' option is highlighted.

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/>	, Madison	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input checked="" type="checkbox"/>	, Cindy	Nursing Assistant Completed Expires 09/22/2022	No active tests	No active certifications
<input type="checkbox"/>	, Amber	Nursing Assistant Completed Expires 12/17/2022	No active tests	No active certifications

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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 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

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

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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 refer to the 'Sponsoring Facility' instructions on the following page.

Home > Students > Edit
Cayla Student

Identification

SMS Enabled

FIRST *
Cayla

MIDDLE

LAST *

SUFFIX

PHONE *

ALTERNATE PHONE

BIRTHDATE *
06/24/1999

GENDER
 MALE FEMALE OTHER

AUDIO TESTS?
 UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address

ADDRESS *

CITY *
BELDING

STATE
MI

ZIPCODE *
48809-1345

Sponsor
No Sponsor

Actions

SPONSORING FACILITY

Please complete 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 the 'Sponsoring Facility' section 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 notifying you that your account has been set up, along 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 select your sponsoring facility from 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.

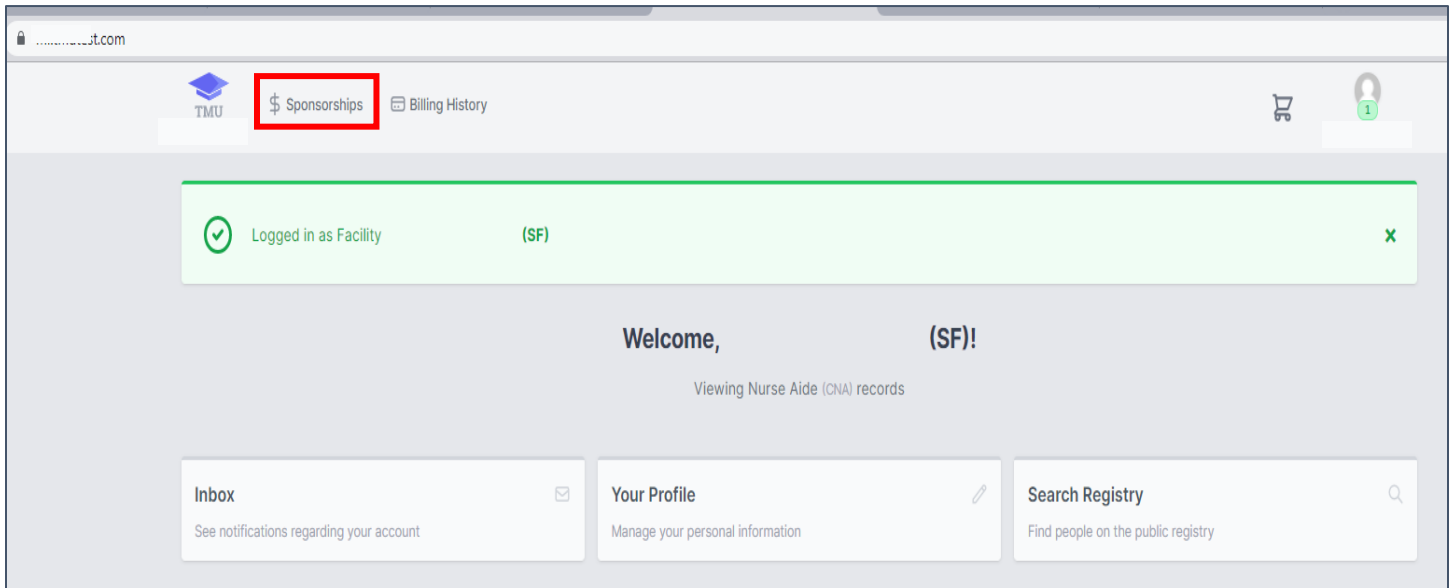
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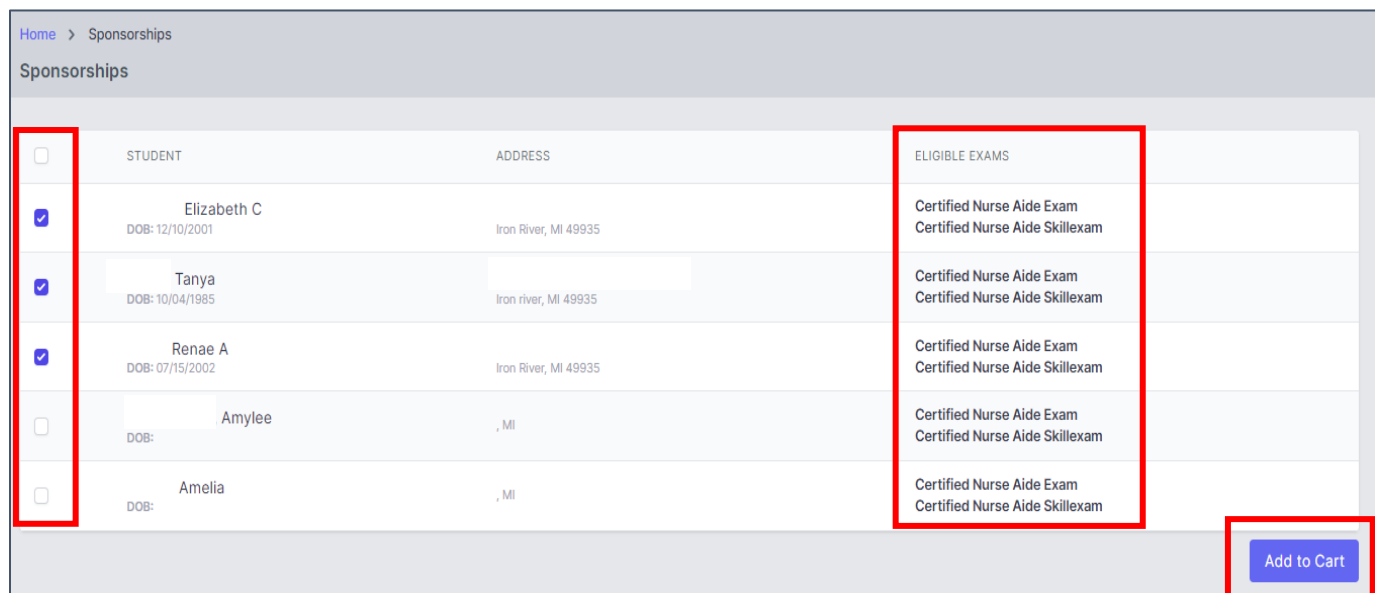
Sign in to your Sponsoring Facility record in your state's TMU© database using your sponsoring facility email or username and password.

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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(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

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] Audio Test	Knowledge	Your state's testing fees and the TOTAL will automatically populate here	Remove
Certified Nurse Aide for [Candidate Name]	Skill		Remove
Certified Nurse Aide for [Candidate Name] Audio Test	Knowledge		Remove
Certified Nurse Aide for [Candidate Name]	Skill		Remove
Certified Nurse Aide for [Candidate Name] Audio Test	Knowledge		Remove
Certified Nurse Aide for [Candidate Name]	Skill		Remove
	Subtotal:		
	Bundle Discount:		
	Total:		

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**:

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

Pay with a Card

CARDHOLDER NAME: CARD NUMBER:

EXP MONTH: EXP YEAR: SECURITY CODE:

CARDHOLDER ADDRESS:

CITY: STATE: ZIP CODE:

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.

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:

Submit Purchase Order

**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 (800) 393-8664.**