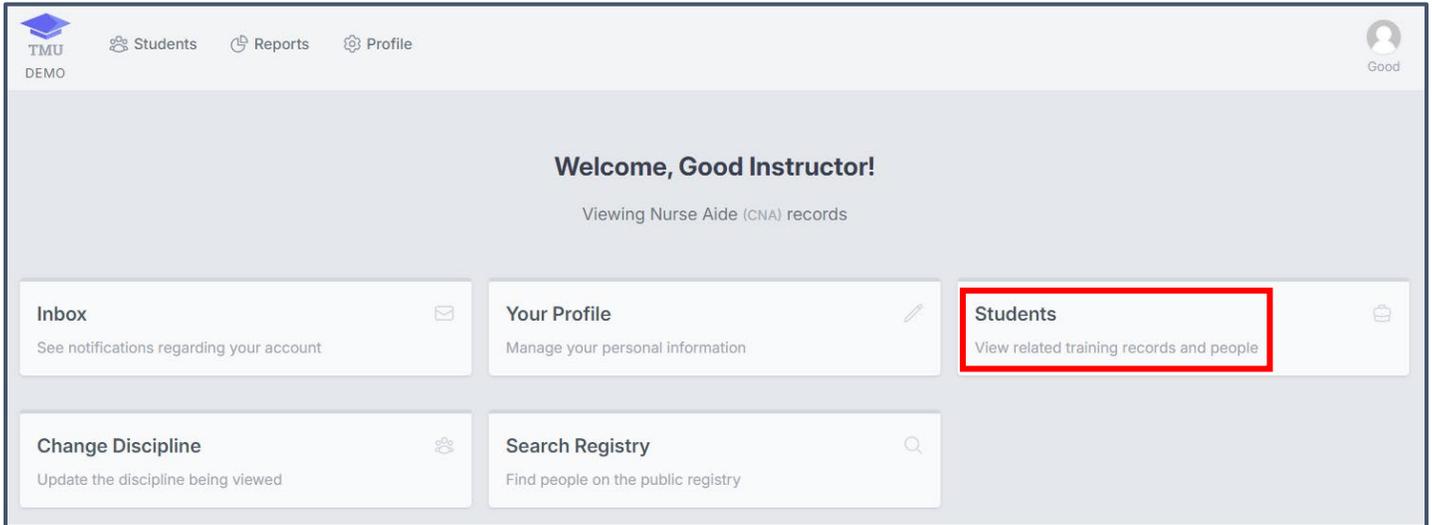


## INSTRUCTORS

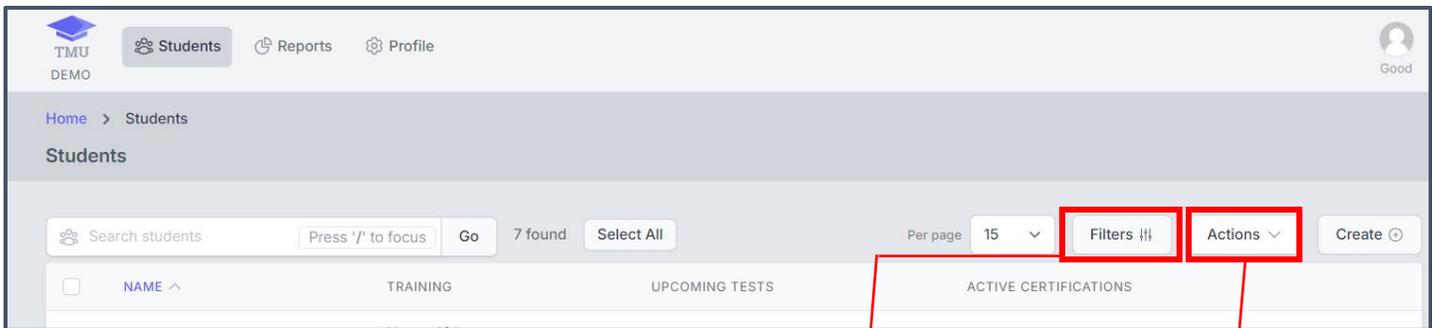
How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

Sign in to your **Instructor** record in your state's TMU© database using your Instructor Email or Username and Password.

Click on **STUDENTS**:

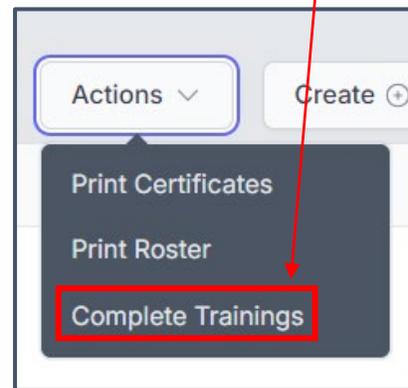


Click on **FILTERS**:



Or click on **ACTIONS** and **COMPLETE TRAININGS**:

(You can then individually select candidates to complete trainings, or complete trainings for a group of candidates.)



See next page for the **FILTERS** options.

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

Filters RESET FILTERS ×

**Demographics** ×

RECORD STATUS  
Choose One ▼

LOCATION  
Choose one ▼

DATE OF BIRTH  
MM/DD/YYYY

ELIGIBLE TO SCHEDULE FOR  
Choose One ▼

**Certifications** ×

CERTIFICATION NAME

**Training** ×

TRAINING NAME  
Choose One ▼

TRAINING STATUS  
Choose One ▼

TRAINED AT  
Choose one ▼

TRAINING START DATE  
MM/DD/YYYY to MM/DD/YYYY ×

TRAINING END DATE  
MM/DD/YYYY to MM/DD/YYYY ×

TRAINING EXPIRATION DATE  
MM/DD/YYYY to MM/DD/YYYY ×

**Other** ×

ADA ACCOMMODATION  
Choose One ▼

ADA STATUS  
Choose One ▼

Under **TRAINING**, select **ATTENDING** under the **TRAINING STATUS**.

TRAINING STATUS

Choose One ▼

Choose One

**Attending**

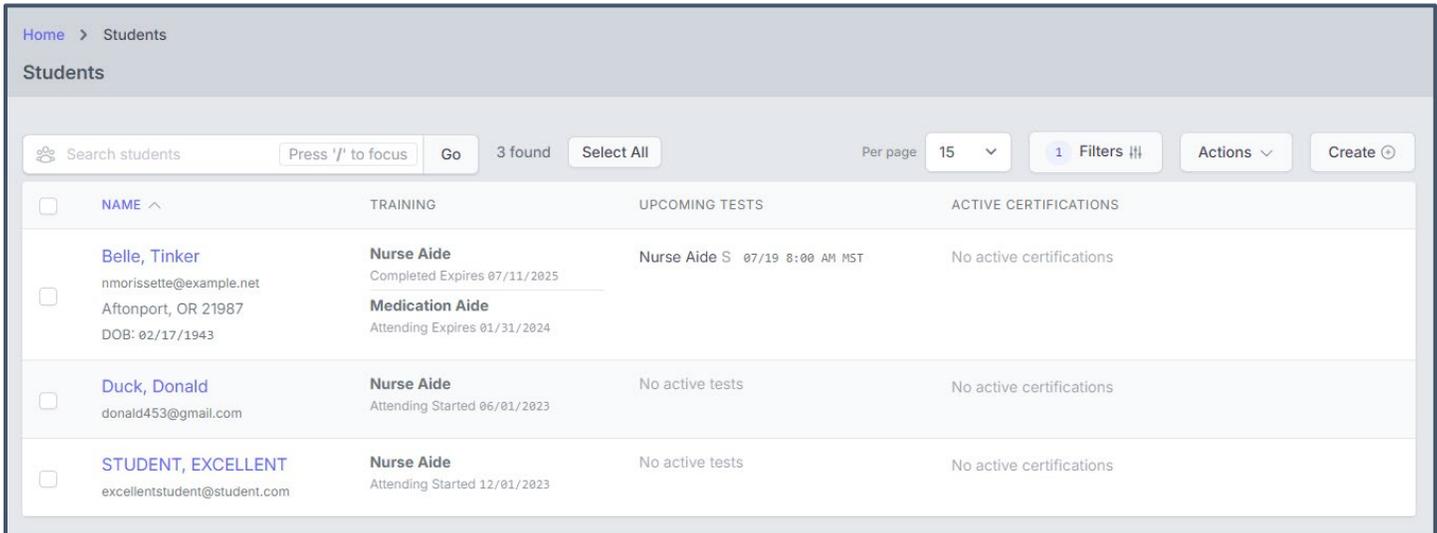
Passed

Failed

## INSTRUCTORS

### How to Complete Students'/Candidates' Training in TMU@ (For those students/candidates who have successfully completed a training program.)

The list of Students who are **ATTENDING** will show up:



Home > Students

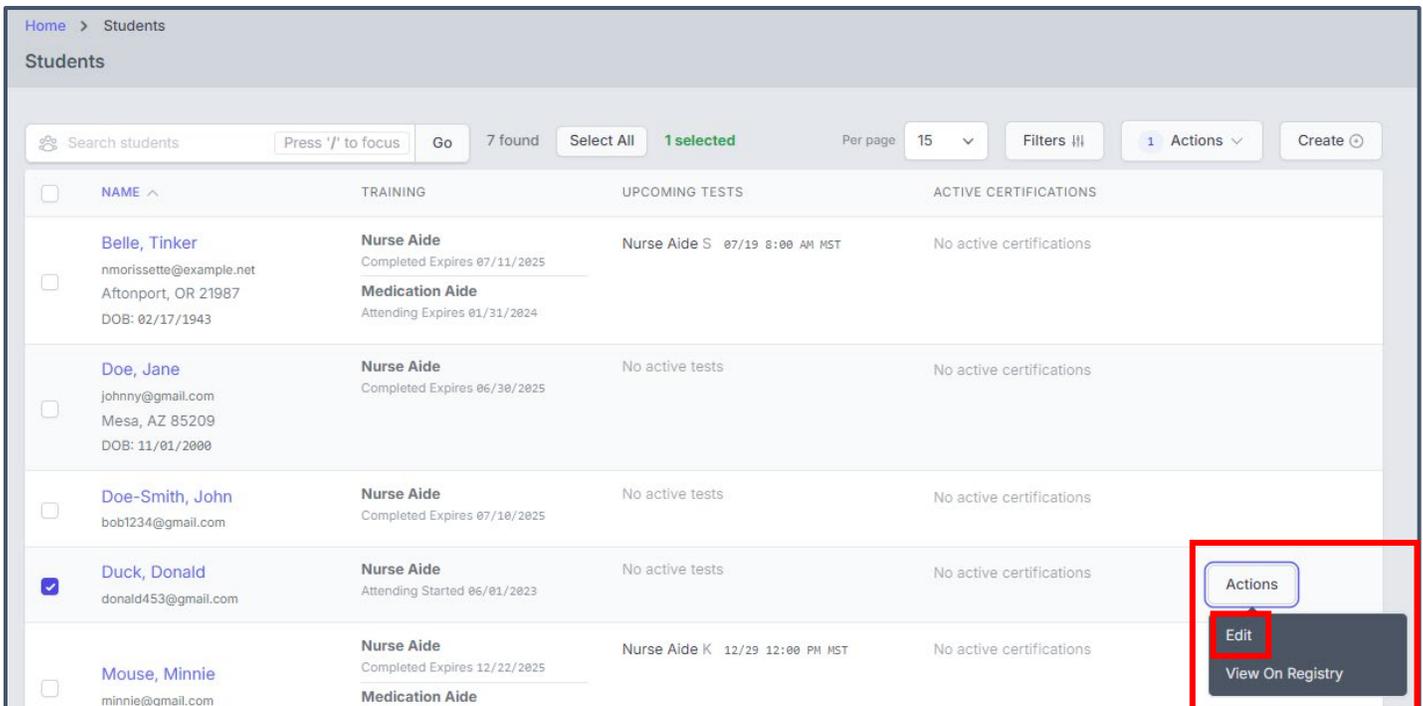
Students

Search students Press '/' to focus Go 3 found Select All Per page 15 1 Filters Actions Create

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/>	<b>Belle, Tinker</b> nmorrisette@example.net Aftonport, OR 21987 DOB: 02/17/1943	<b>Nurse Aide</b> Completed Expires 07/11/2025 <b>Medication Aide</b> Attending Expires 01/31/2024	<b>Nurse Aide S</b> 07/19 8:00 AM MST	No active certifications
<input type="checkbox"/>	<b>Duck, Donald</b> donald453@gmail.com	<b>Nurse Aide</b> Attending Started 06/01/2023	No active tests	No active certifications
<input type="checkbox"/>	<b>STUDENT, EXCELLENT</b> excellentsstudent@student.com	<b>Nurse Aide</b> Attending Started 12/01/2023	No active tests	No active certifications

For both the Filters or Actions/Complete Trainings options.

You can individually select a student by placing a checkmark in the box to the left of their name to complete training for. Then click **EDIT** in **ACTIONS**:



Home > Students

Students

Search students Press '/' to focus Go 7 found Select All 1 selected Per page 15 Filters 1 Actions Create

<input type="checkbox"/>	NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/>	<b>Belle, Tinker</b> nmorrisette@example.net Aftonport, OR 21987 DOB: 02/17/1943	<b>Nurse Aide</b> Completed Expires 07/11/2025 <b>Medication Aide</b> Attending Expires 01/31/2024	<b>Nurse Aide S</b> 07/19 8:00 AM MST	No active certifications
<input type="checkbox"/>	<b>Doe, Jane</b> johnny@gmail.com Mesa, AZ 85209 DOB: 11/01/2000	<b>Nurse Aide</b> Completed Expires 06/30/2025	No active tests	No active certifications
<input type="checkbox"/>	<b>Doe-Smith, John</b> bob1234@gmail.com	<b>Nurse Aide</b> Completed Expires 07/10/2025	No active tests	No active certifications
<input checked="" type="checkbox"/>	<b>Duck, Donald</b> donald453@gmail.com	<b>Nurse Aide</b> Attending Started 06/01/2023	No active tests	No active certifications
<input type="checkbox"/>	<b>Mouse, Minnie</b> minnie@gmail.com	<b>Nurse Aide</b> Completed Expires 12/22/2025 <b>Medication Aide</b>	<b>Nurse Aide K</b> 12/29 12:00 PM MST	No active certifications

Actions  
Edit  
View On Registry

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

The individually selected Student's record will open up, then, click on **TRAININGS**:

Home > Students > Edit

Duck, Donald Student

Identification **Trainings** Test History Employments Login Info

Incomplete Student SMS Enabled

FIRST \* MIDDLE LAST \* SUFFIX  
Donald [ ] Duck [ ]

PHONE \* ALTERNATE PHONE  
(564) 111-2222 [ ]

BIRTHDATE \*  
[ ]

GENDER  MALE  FEMALE  OTHER  AUDIO TESTS?  
 UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address ADDRESS \*  
[ ]

CITY \* STATE \* ZIPCODE \*  
[ ] Select State [ ]

Sponsor SPONSOR  
No Sponsor [ ]

Actions Save Changes

Click on **ACTIONS** and choose **EDIT**:

Home > Students > Donald Duck > Trainings

Duck, Donald Student

Identification **Trainings** Test History Employments Login Info

Incomplete Student SMS Enabled

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES
Nurse Aide	Attending Normal	Good Training Program	Good Instructor		

Actions Edit

## INSTRUCTORS

### How to Complete Students'/Candidates' Training in TMU@

(For those students/candidates who have successfully completed a training program.)

Choose **COMPLETED** under **STATUS**.

Home > Students > Donald Duck > Edit Training

### Edit Training

**STUDENT**  
Donald Duck

**CHOOSE DISCIPLINE \***  
Nurse Aide

**CHOOSE TRAINING \***  
Nurse Aide

**CHOOSE TRAINING PROGRAM \***  
Good Training Program

**CHOOSE INSTRUCTOR \***  
Instructor, Good

**STATUS**  
Attending

**TYPE**  
Normal

**STARTED \***  
06/01/2023

**ENDED**

**EXPIRES**

**CLASSROOM HOURS**  
0.00

**CLINICAL HOURS**  
0.00

**DISTANCE HOURS**  
0.00

**LAB HOURS**  
0.00

**TRAINEESHIP HOURS**  
0.00

**STATUS**  
Attending  
Attending  
**Completed**  
Incomplete  
06/01/2023

**Save Changes**

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

When **COMPLETED** is selected, the **ENDED\*** date box will become active. Enter the student's **TRAINING COMPLETION DATE, CLASSROOM HOURS, CLINICAL HOURS** and/or **LAB HOURS** (per your state requirements), and click **SAVE CHANGES**:

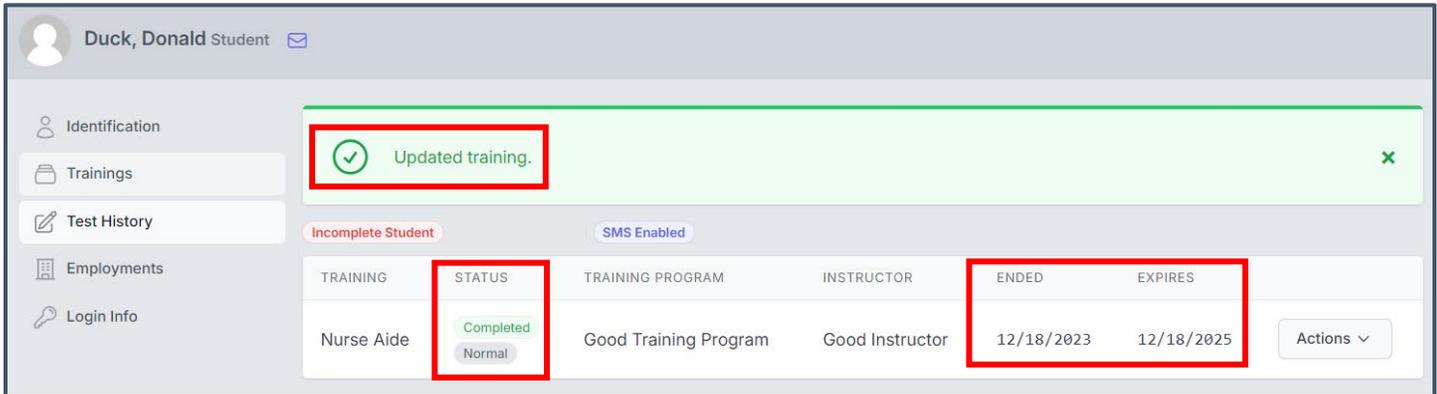
**NOTE:** The **EXPIRES** date will be automatically populated based on your state's requirements.

STATUS	TYPE
Completed	Normal
STARTED *	ENDED *
06/01/2023	
EXPIRES	
CLASSROOM HOURS	CLINICAL HOURS
0.00	0.00
DISTANCE HOURS	LAB HOURS
0.00	0.00
TRAINEESHIP HOURS	
0.00	
<a href="#">Save Changes</a>	

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

A new screen with the message that training has been updated and showing the student's **STATUS** as completed will open. The student will get an email and text message, along with a notification in their TMU© record, that their training has been completed.



The screenshot shows a user profile for 'Duck, Donald Student'. A green notification banner at the top reads 'Updated training.' with a checkmark icon. Below the notification, there are two status indicators: 'Incomplete Student' (in red) and 'SMS Enabled' (in blue). A table lists training records with columns for TRAINING, STATUS, TRAINING PROGRAM, INSTRUCTOR, ENDED, and EXPIRES. The 'STATUS' column for the 'Nurse Aide' training is highlighted with a red box and shows 'Completed' (in green) and 'Normal' (in grey). The 'ENDED' and 'EXPIRES' columns for the same training are also highlighted with a red box, showing '12/18/2023' and '12/18/2025' respectively. A sidebar on the left contains navigation links for Identification, Trainings, Test History, Employments, and Login Info.

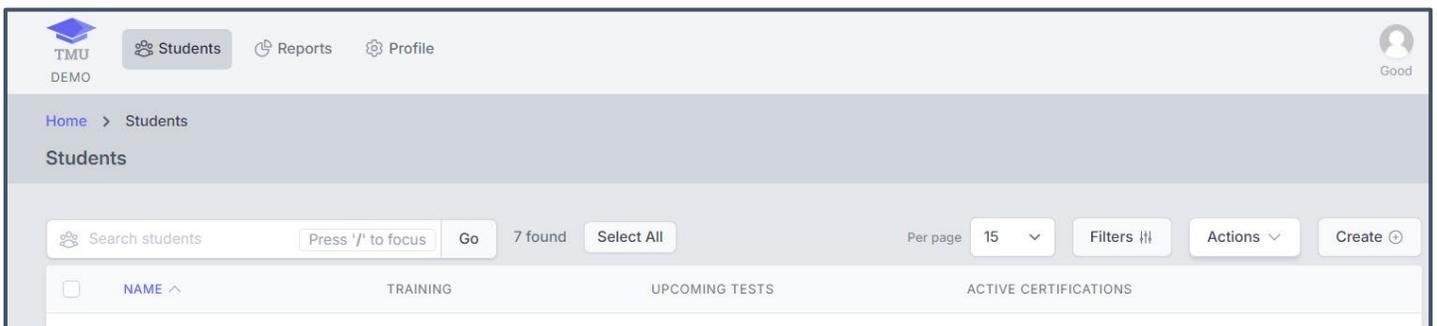
TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	Actions
Nurse Aide	Completed Normal	Good Training Program	Good Instructor	12/18/2023	12/18/2025	Actions ▾

Please refer your students to read their state's Candidate Handbook that can be found on D&SDT-HEADMASTER's main webpage [www.hdmaster.com](http://www.hdmaster.com), click on your state, [or within their TMU© account under the Downloads tab – instructions are in the handbook] for information on completing their accounts, paying testing fees (if they self-pay), scheduling a test date, etc.

For Training Programs and Sponsoring Facilities, please refer to the '**How to Pay Testing Fees**' document on your state's webpage at [www.hdmaster.com](http://www.hdmaster.com), click on your state.

## COMPLETING MULTIPLE TRAININGS

To complete multiple trainings (class or group of students), you can filter by the START DATE to select the students from a specific class. The start and completion dates have to be the exact same in order to complete multiple trainings. If students have different start dates, you would need to complete their trainings individually.



The screenshot shows the 'Students' page in TMU©. At the top left is the TMU DEMO logo. Navigation links for 'Students', 'Reports', and 'Profile' are visible. A breadcrumb trail shows 'Home > Students'. Below this is a search bar with the text 'Search students', a 'Go' button, and a '7 found' indicator. There are also buttons for 'Select All', 'Per page 15', 'Filters', 'Actions', and 'Create'. The table header below the search bar has columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'.

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU©  
(For those students/candidates who have successfully completed a training program.)

**Training**

TRAINING NAME  
Choose One

TRAINING STATUS  
Choose One

TRAINED AT  
Choose one

**TRAINING START DATE**  
09/12/2023

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Under **TRAINING** in the filters, select the **Training Start Date** to filter just those students with the specific start date.

The group of students with the specific training start date will pull up. Put a checkmark in the box to the left of their names to select the students you wish to complete trainings.

Home > Students

**Students**

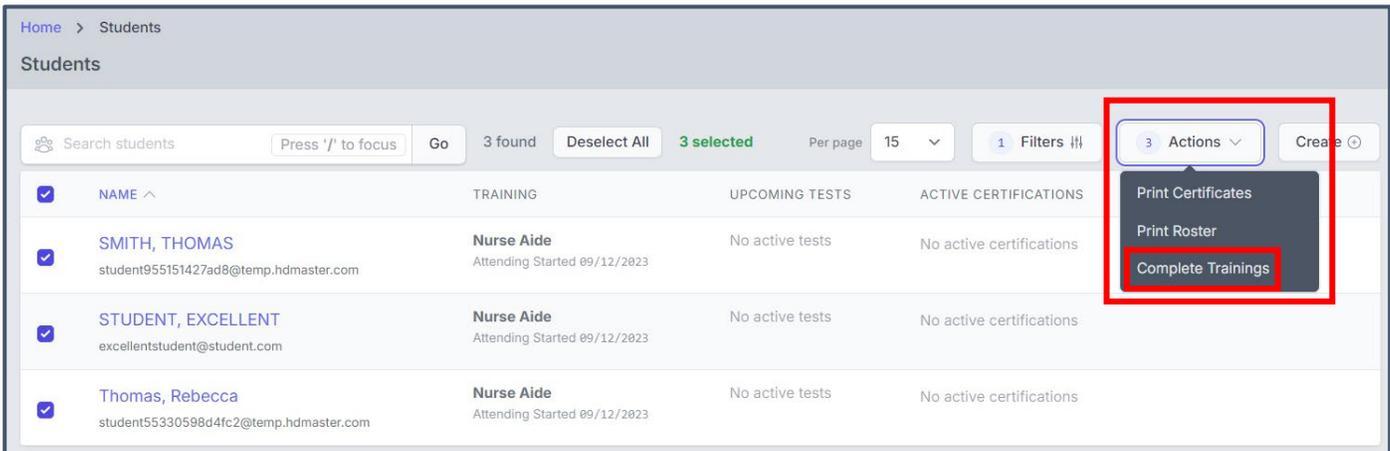
Search students  Press **↵** to focus  3 found  3 selected Per page 15

<input checked="" type="checkbox"/>	NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/>	SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/>	STUDENT, EXCELLENT excellentstudent@student.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/>	Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU@  
(For those students/candidates who have successfully completed a training program.)

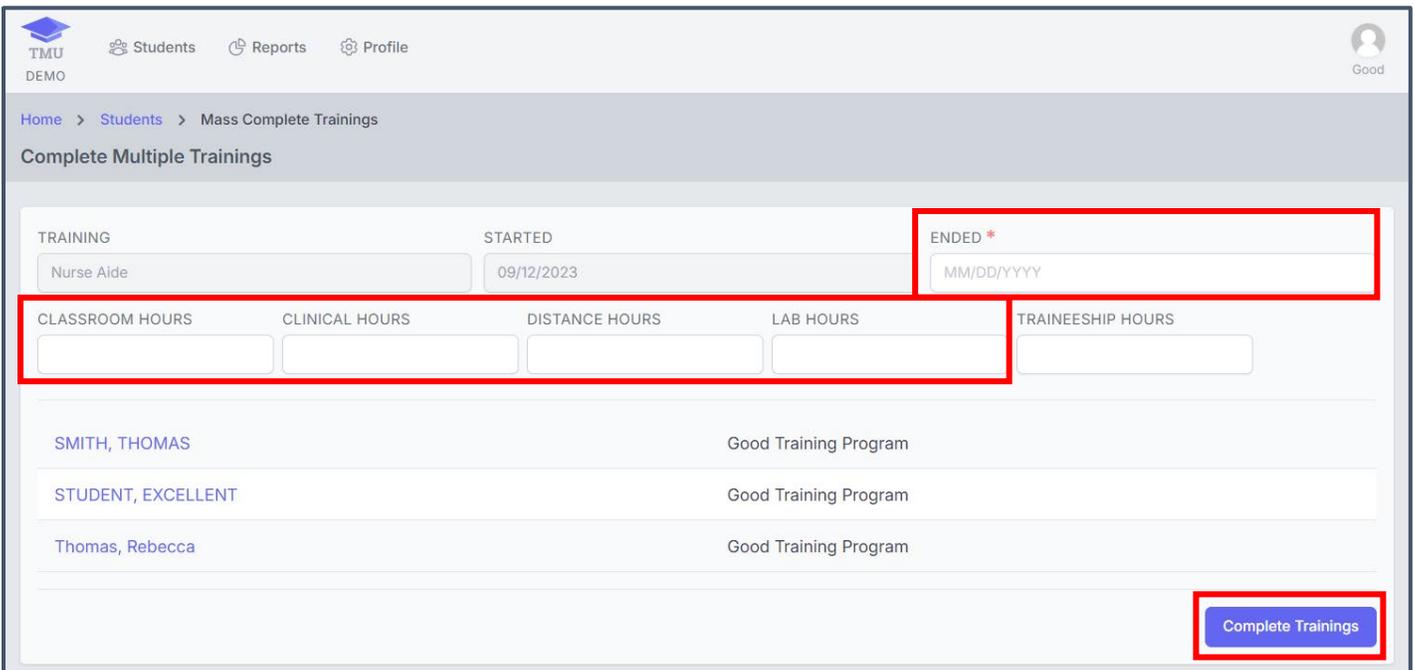
Then, click on **ACTIONS** and choose **COMPLETE TRAININGS**:



The screenshot shows the 'Students' page in TMU@. At the top, there is a search bar and navigation options. Below that, a table lists students with columns for NAME, TRAINING, UPCOMING TESTS, and ACTIVE CERTIFICATIONS. Three students are selected, and an 'Actions' dropdown menu is open, showing options: 'Print Certificates', 'Print Roster', and 'Complete Trainings' (highlighted in red).

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
STUDENT, EXCELLENT excellentstudent@student.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications

The Mass Complete Trainings screen will open up. Enter the **ENDED\*** (training completion date), **CLASSROOM HOURS**, **CLINICAL** and/or **LAB HOURS** (per your state requirements) and click on **COMPLETE TRAININGS**:



The screenshot shows the 'Complete Multiple Trainings' screen. It features a form with fields for TRAINING, STARTED, ENDED\*, CLASSROOM HOURS, CLINICAL HOURS, DISTANCE HOURS, LAB HOURS, and TRAINEESHIP HOURS. The ENDED\* field and the CLASSROOM HOURS, CLINICAL HOURS, and LAB HOURS fields are highlighted in red. Below the form, there is a table showing the training status for the three students from the previous screenshot. A 'Complete Trainings' button is highlighted in red at the bottom right.

TRAINING	STARTED	ENDED*
Nurse Aide	09/12/2023	MM/DD/YYYY

CLASSROOM HOURS	CLINICAL HOURS	DISTANCE HOURS	LAB HOURS	TRAINEESHIP HOURS

SMITH, THOMAS	Good Training Program
STUDENT, EXCELLENT	Good Training Program
Thomas, Rebecca	Good Training Program

## INSTRUCTORS

How to Complete Students'/Candidates' Training in TMU@  
(For those students/candidates who have successfully completed a training program.)

Under the STUDENTS page, you will get the message **'Completed 3 Student Trainings'** with the student records **TRAINING** showing completed:

The screenshot shows the TMU@ DEMO interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. A notification banner at the top left of the main content area reads 'Completed 3 Student Trainings' with a green checkmark icon. Below this, there is a search bar and a table of student records. The table has columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. Three rows are visible, each representing a student with a completed 'Nurse Aide' training. The 'TRAINING' column for each row is highlighted with a red box. The first two rows are for 'SMITH, THOMAS' and 'STUDENT, EXCELLENT', and the third row is for 'Thomas, Rebecca'. The table also includes a 'Per page' dropdown set to 15, '1 Filters', and 'Actions' and 'Create' buttons.

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input type="checkbox"/> SMITH, THOMAS student955151427ad8@temp.hdmaster.com	<b>Nurse Aide</b> Completed Expires 12/27/2025	No active tests	No active certifications
<input type="checkbox"/> STUDENT, EXCELLENT excellentstudent@student.com	<b>Nurse Aide</b> Completed Expires 12/27/2025	No active tests	No active certifications
<input type="checkbox"/> Thomas, Rebecca student55330598d4fc2@temp.hdmaster.com	<b>Nurse Aide</b> Completed Expires 12/27/2025	No active tests	No active certifications

If you have questions, please call D&SDT-HEADMASTER at (888)401-0462.