



MAP Recertification

Candidate's Responsibility

1. To initiate the in-house recert, the candidate must log in and click "I want to Renew In-House"
Clicking this button will restore the candidate's record and allow a trainer to enter the required training

The screenshot displays the user interface of the TMU MASS MAP system. At the top, there is a navigation bar with icons for Tests, Trainings, Employment, Billing, Resources, and Profile. A 'PRACTICE' indicator with a '3' is visible in the top right corner. A prominent yellow notification banner states: "Your Medication Administration Program certificate is eligible to renew. You may either renew in-house with your Trainer or through testing." Below this text are two buttons: "I want to Renew through Testing" and "I want to Renew In-house", with the latter button highlighted by a blue rectangular box. Below the notification, the user is greeted with "Welcome, PRACTICE!". A section for "Unread Notifications" indicates three unread notifications and includes a "Show Notifications" button. The dashboard is organized into a grid of six main sections: "Training History" (View Your Training History), "Testing History" (View Your Testing History), "Your Profile" (Manage Your Profile), "Downloads" (View Resources), "Employment History" (Your Employment History), and "Billing" (View Billing Details). A "Your Certification History" section is partially visible at the bottom.

Trainer's Responsibility

2. You can only do these steps once the candidate has taken care of their responsibility.

Pull up the candidates record and go to "Trainings"

*If a Trainer cannot find a candidate, they will need to adopt them.

TMU MASS MAP

Students Reports Scoring Profile

Home > Students > Edit

Manage Student Record

Identification

Trainings

CERTIFICATION HISTORY

Certifications

Employments

Contacts

Login Info

CANDIDATE, PRACTICE Student

SMS Enabled

LEGAL FIRST NAME * MIDDLE LEGAL LAST NAME *

PRACTICE CANDIDATE

PHONE * ALTERNATE PHONE

(419) 420-1605

BIRTHDATE *

01/01/1970

GENDER

MALE FEMALE OTHER

UNLISTED FROM PHONE AND MAILING

HIDE ADDRESS FROM REGISTRY

Mailing Address ADDRESS *

333 OAKLAND AVE

CITY * STATE *

FINDLAY Ohio

3. Click "Add New Training"

Scoring Profile

PRACTICE

Trainings

CANDIDATE, PRACTICE Student

SMS Enabled

Actions

g History

Add New Training +

	Status	Training Program	Trainer	Ended	Expires	Actions
ion Administration Program ication	Completed	FRED'S TRAINING PLACE	PRACTICE TEST INSTRUCTOR	05/06/2026	08/06/2026	Actions

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

The screenshot shows the 'Add Training' form in the TMU MASS MAP system. The form includes several dropdown menus and input fields. The 'CHOOSE TRAINING' dropdown is highlighted with a blue box and contains the selected option 'Medication Administration Program Recertification'. Other visible options include 'Medication Administration Program' for 'CHOOSE DISCIPLINE' and 'INSTRUCTOR, PRACTICE TEST' for 'CHOOSE TRAINER'. The 'STATUS' dropdown is currently set to 'Attending'.

TMU MASS MAP | Students | Reports | Scoring | Profile

Home > Students > Candidate, Practice > Add Training

Add Training

STUDENT
PRACTICE 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: Attending | TYPE: Normal

STARTED * | ENDED

5. Change the Status from "Attending" to "Completed"

This screenshot shows the same 'Add Training' form, but with the 'STATUS' dropdown highlighted by a blue box and set to 'Completed'. The 'CHOOSE TRAINING' dropdown remains 'Medication Administration Program Recertification'. The 'TYPE' dropdown is set to 'Normal'. At the bottom right, there is a blue 'Create' button.

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

6. 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

The image shows a web form for creating a practice candidate record. The form is titled "STUDENT" and contains several dropdown menus and text input fields. A blue box highlights the "STARTED" and "ENDED" date fields, the "EXPIRES" field, the "CLASSROOM HOURS" and "ONLINE HOURS" fields, and the "Create" button at the bottom right.

Field	Value
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](#)

Employment Funding

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

TMU MASS MAP | Students | Reports | Scoring | Profile

Home > Students > Candidate, Practice 1 > Trainings

Manage Student Record

- Identification
- Trainings
- Test History
- Certifications
- Employments**
- Settings
- Login Info

Added training.

CANDIDATE, PRACTICE 1 Student
SMS Enabled

Training History

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		

8. Click "Add Employment Funding"

PRACTICE

> Employment

CANDIDATE, PRACTICE 1 Student
SMS Enabled

Actions

ment Fundings

Showing: Active

No matching funding requests found

Add Employment Funding

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

PRACTICE

Employment Funding
ment Funding

Employment

PROVIDER *

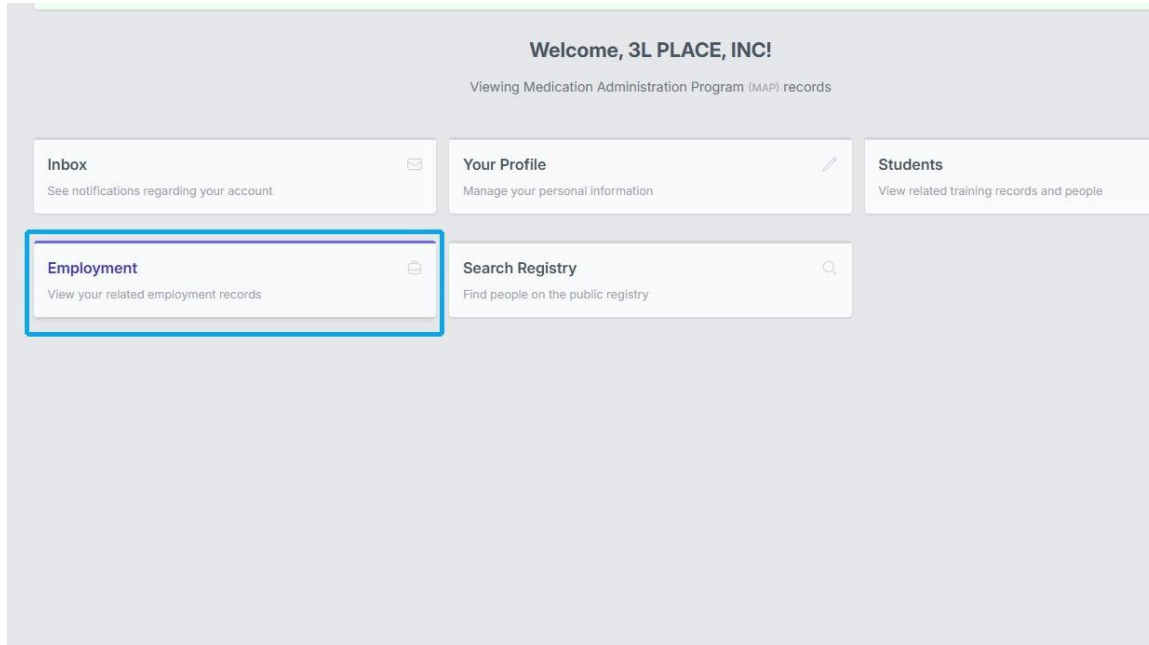
3L PLACE, INC

Create

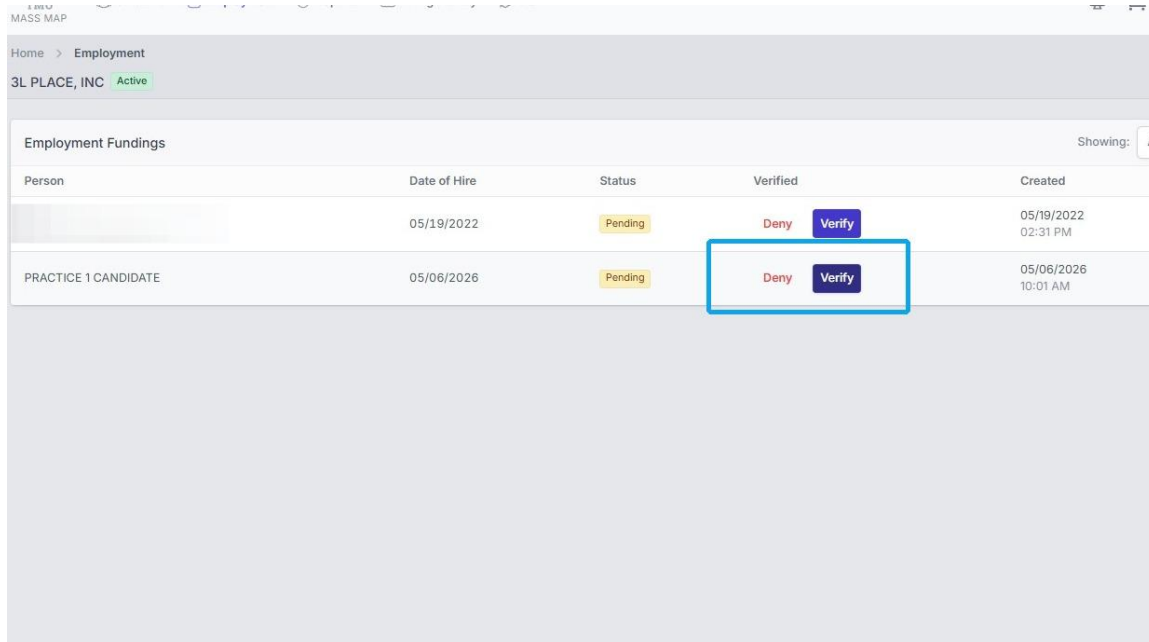
Employment Verification

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

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



11. Click Verify for the student



12. 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

13. 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 ZIP CODE 02108

Funding Type Adult DDS

14. 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

15. 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	Print Certificate Recertify Inhouse

16. 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 *

CERTIFIED * EXPIRES: 05/31/2028

Submit

17. 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

18. 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

MA013060001555

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