

## INSTRUCTORS

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

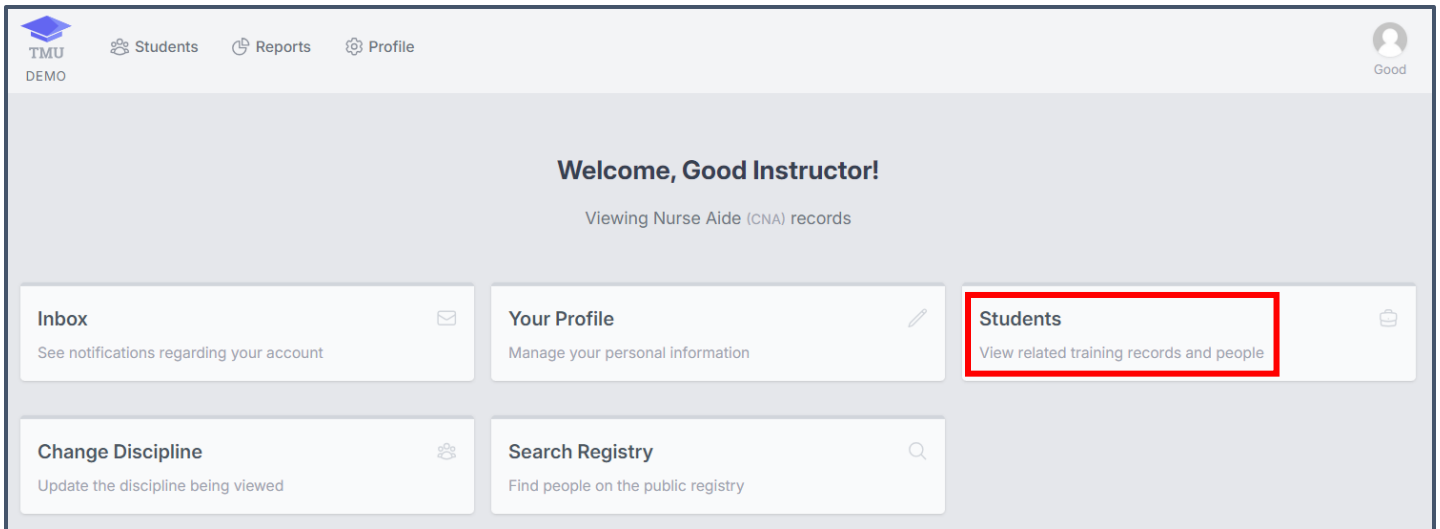
### How to Complete a Student's Training

Visit [www.sdhca.org/cna](http://www.sdhca.org/cna). Sign in to TMU and sign into the TMU© database using your Instructor Email or Username and Password.

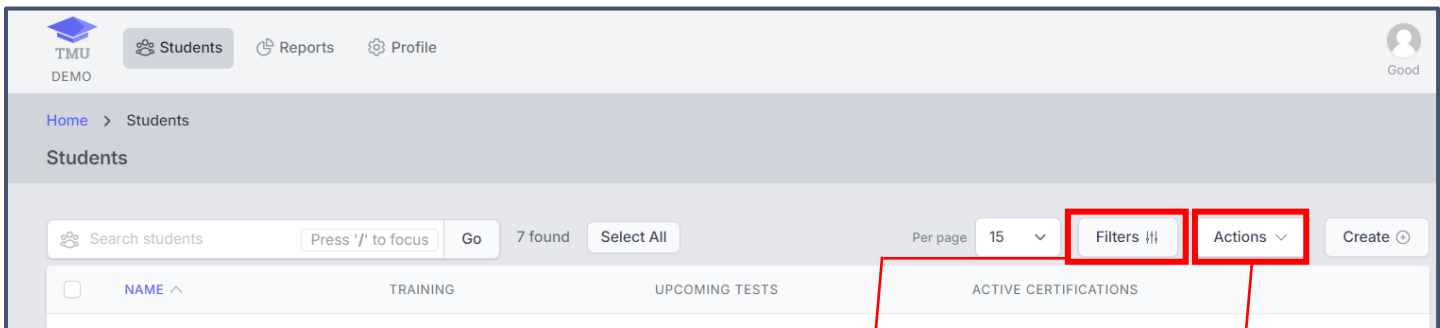
**Questions? Email [SDHCA](#) (details of the issue and screenshots are helpful) or call 1-800-952-3052.**

Remember to contact the SDHCA office with all your questions. You will only contact Headmaster if you are having software issues on the day of testing or if SDHCA directs you to their office. We reserve Headmaster to score the exams and assist only in more elevated questions. Thank you.

Click on **STUDENTS**:

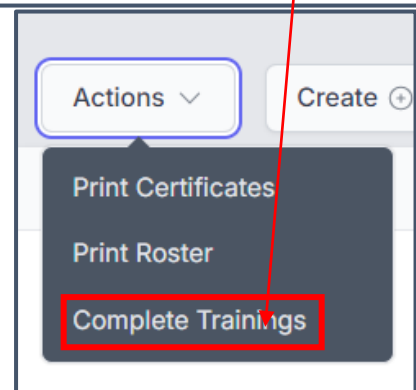


Click on **FILTERS**:



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

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

Home > Students

### Students

Search students  Press '/' to focus  3 found  Per page 15

<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> excellentstudent@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  7 found  1 selected Per page 15

<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

Questions? Email [SDHCA](#) (details of the issue and screenshots are helpful) or call 1-800-952-3052.

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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

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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

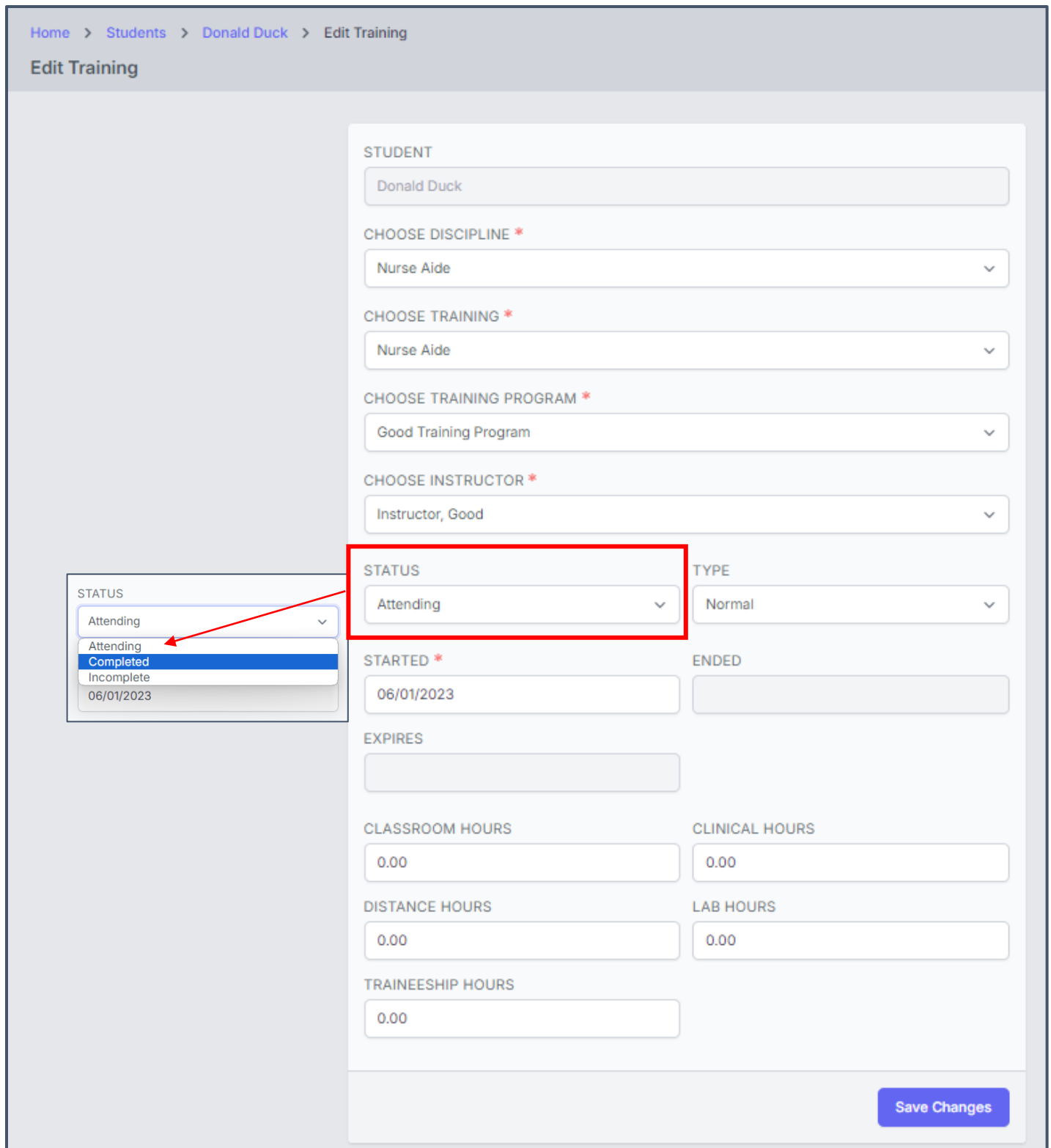
CLINICAL HOURS  
0.00

DISTANCE HOURS  
0.00

LAB HOURS  
0.00

TRAINEESHIP HOURS  
0.00

Save Changes



The screenshot shows the 'Edit Training' form for a student named Donald Duck. The form includes several dropdown menus for selecting discipline, training, program, and instructor. The 'STATUS' dropdown is highlighted with a red box, and an inset shows its menu with 'Completed' selected. The 'STARTED' date is 06/01/2023, and the 'ENDED' field is empty. There are also input fields for classroom, clinical, distance, lab, and traineeship hours, all currently set to 0.00. A 'Save Changes' button is located at the bottom right.

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(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

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(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' (red) and 'SMS Enabled' (blue). A table lists training records with columns for TRAINING, STATUS, TRAINING PROGRAM, INSTRUCTOR, ENDED, and EXPIRES. The 'STATUS' column for the 'Nurse Aide' record shows 'Completed' (green) and 'Normal' (grey). The 'ENDED' and 'EXPIRES' columns for the 'Nurse Aide' record show '12/18/2023' and '12/18/2025' respectively. A table with 6 columns and 2 rows is shown below. The first row contains the following data: TRAINING, STATUS, TRAINING PROGRAM, INSTRUCTOR, ENDED, EXPIRES. The second row contains: Nurse Aide, Completed, Good Training Program, Good Instructor, 12/18/2023, 12/18/2025. The 'STATUS' column has a sub-row with 'Normal'. An 'Actions' dropdown menu is visible to the right of the table.

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

Please refer your students to read their state's Candidate Handbook that can be found at [www.sdhca.org/cna](http://www.sdhca.org/cna) under Candidate Handbook.

For Training Programs and Sponsoring Facilities, please refer to the '**How to Pay Testing Fees**' document at [www.sdhca.org/cna](http://www.sdhca.org/cna).

## 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©. The page has a header with 'TMU DEMO' and navigation links for 'Students', 'Reports', and 'Profile'. Below the header, there 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'. Below the search bar, there is a table with columns for 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'.

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
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**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

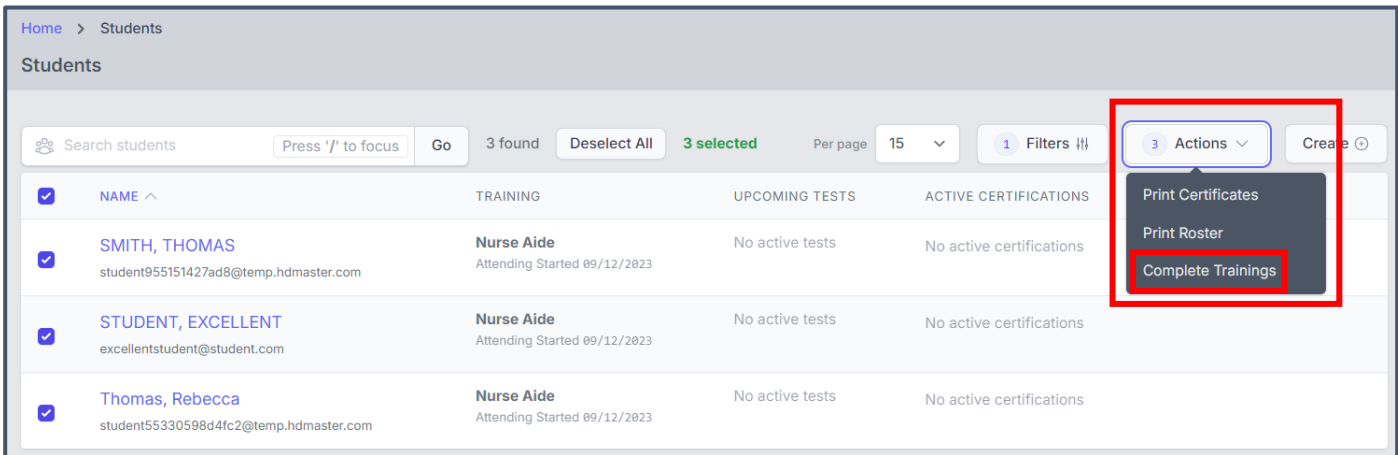
<input checked="" type="checkbox"/>	NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/>	SMITH, THOMAS student955151427ad8@temp.hdmaster.com	Nurse Aide Attending Started 09/12/2023	No active tests	No active certifications
<input checked="" type="checkbox"/>	STUDENT,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



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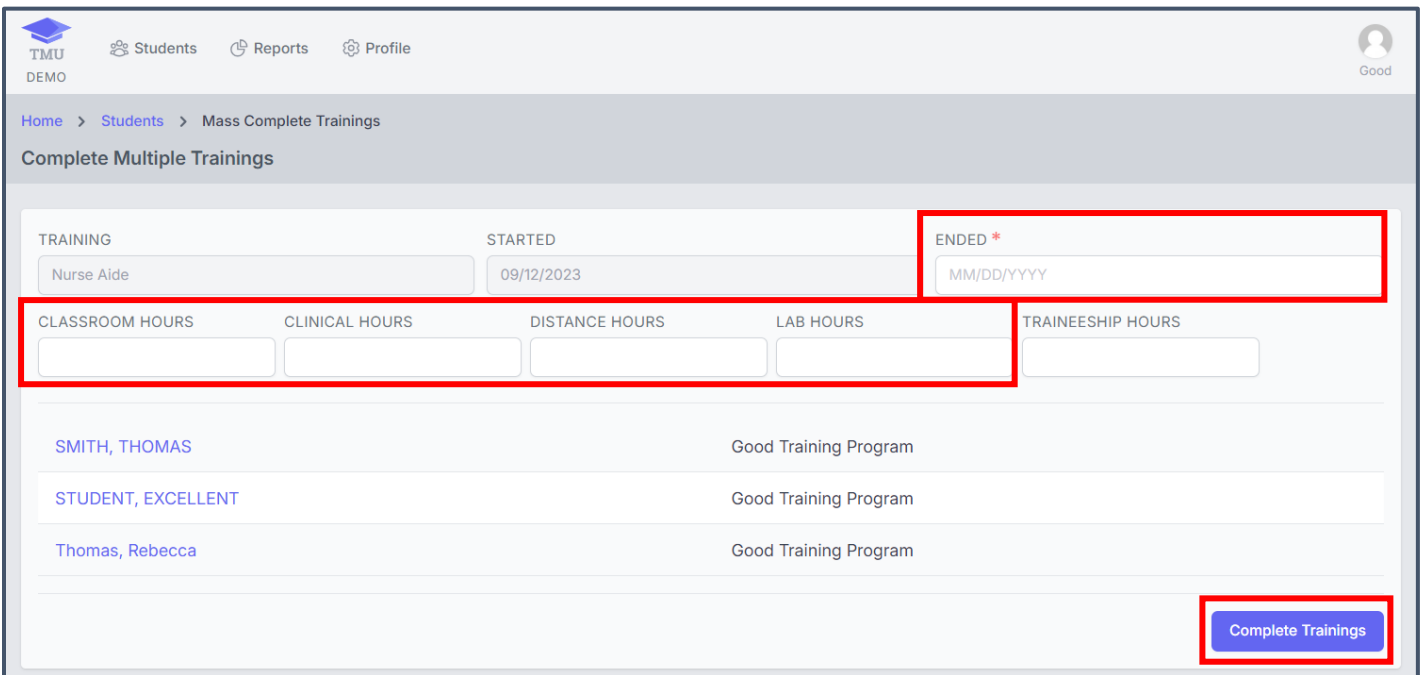
Then, click on **ACTIONS** and choose **COMPLETE TRAININGS**:



The screenshot shows the 'Students' page in the TMU@ system. At the top, there is a search bar and navigation options. Below that, a table lists three students: SMITH, THOMAS; STUDENT, EXCELLENT; and Thomas, Rebecca. All are listed as 'Nurse Aide' training. To the right of the table, an 'Actions' dropdown menu is open, showing options: 'Print Certificates', 'Print Roster', and 'Complete Trainings'. The 'Complete Trainings' option is highlighted with a red box.

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

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 several input fields. The 'ENDED\*' field is highlighted with a red box. Below it, the 'CLASSROOM HOURS', 'CLINICAL HOURS', and 'LAB HOURS' fields are also highlighted with a red box. At the bottom right, a 'Complete Trainings' button is highlighted with a red box. The table below the form shows the names of the three students and their training status.

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

CLASSROOM HOURS	CLINICAL HOURS	DISTANCE HOURS	LAB HOURS	TRINEESHIP HOURS

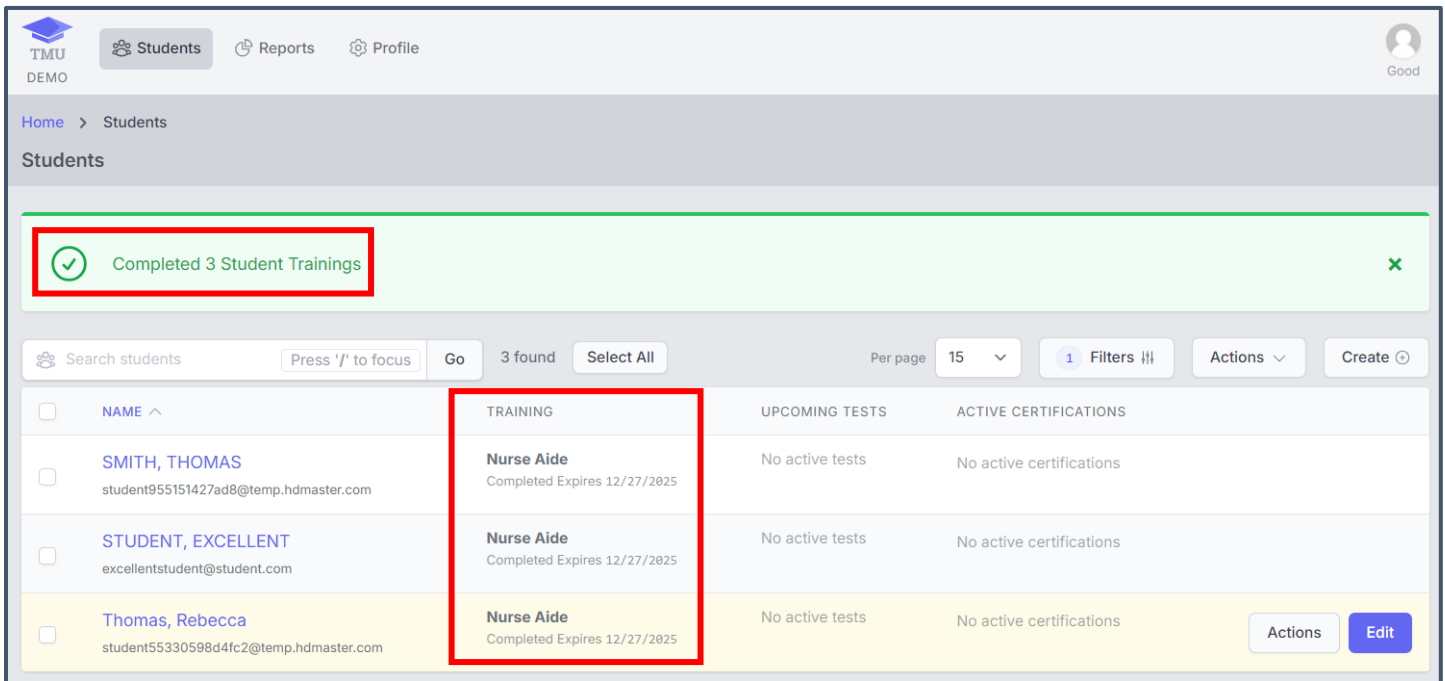
  

SMITH, THOMAS	Good Training Program
STUDENT, EXCELLENT	Good Training Program
Thomas, Rebecca	Good Training Program

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



The screenshot displays the TMU@ DEMO interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. A notification banner at the top left states 'Completed 3 Student Trainings' with a green checkmark icon. Below this, a search bar shows '3 found' results. A table lists the training records for three students:

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 excellentsstudent@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

At the bottom right of the table, there are 'Actions' and 'Edit' buttons.

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