## How to Complete a Student's Training

Visit 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.
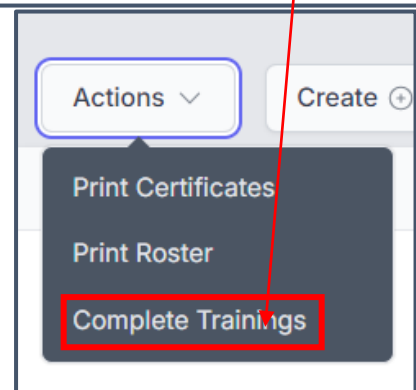
Click on **STUDENTS**:
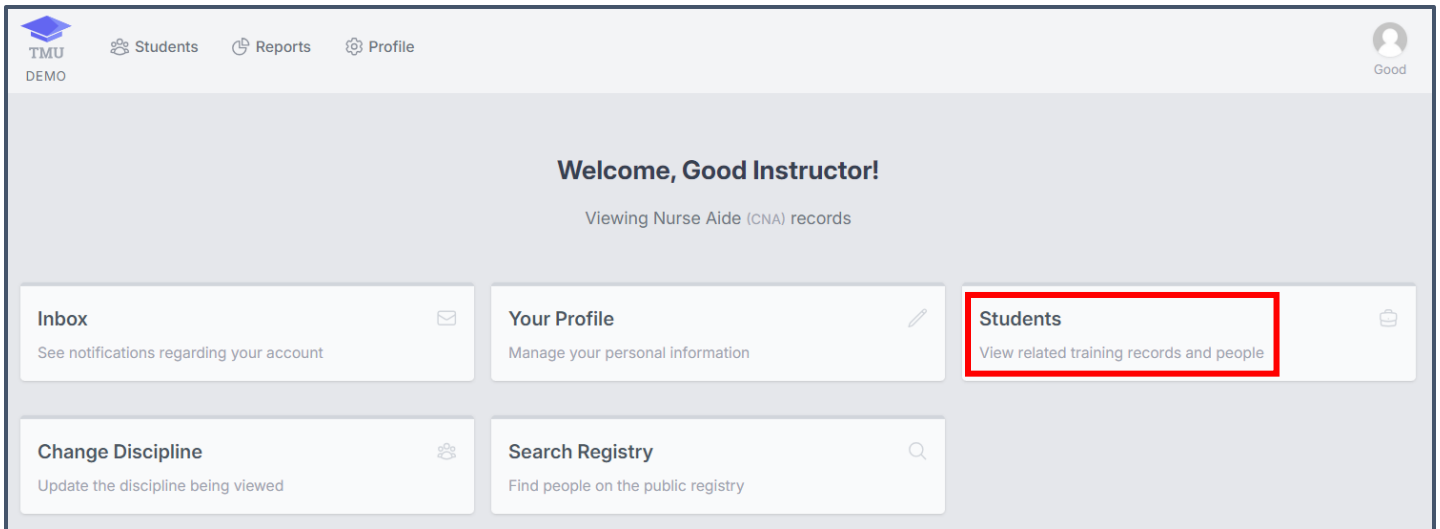
Click on **FILTERS**:
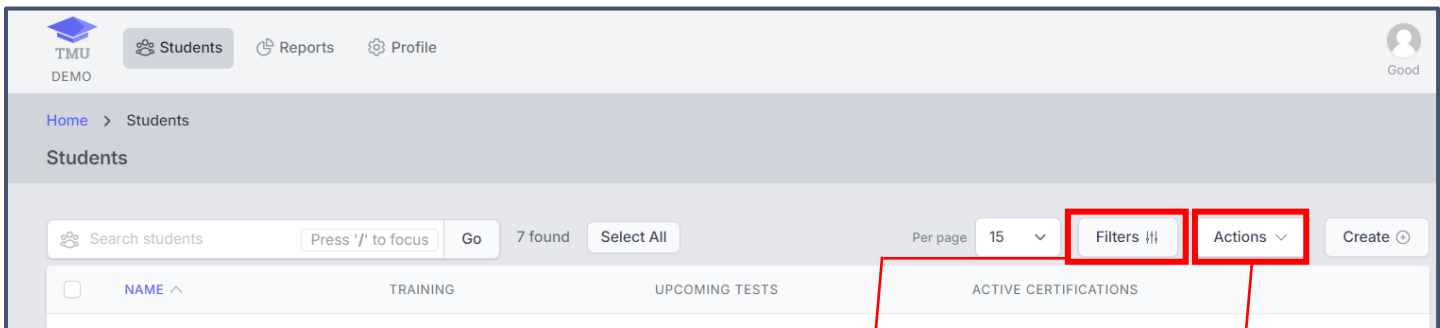
Or click on **ACTIONS** and **COMPLETE TRAININGS**:
(You can then individually select candidates to complete trainings, or complete trainings for a group of candidates.)

See next page for the FILTERS options.

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

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

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**:

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

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

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

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How to Complete Training at End of Training |Page 5 of 10

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.

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.

Please refer your students to read their state's Candidate Handbook that can be found at 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.

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.

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.

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

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**:

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

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