

INSTRUCTORS

How to Complete a Record for a Student/Candidate who did not Complete Training in TMU©

(For Students who do not successfully complete a training program.)

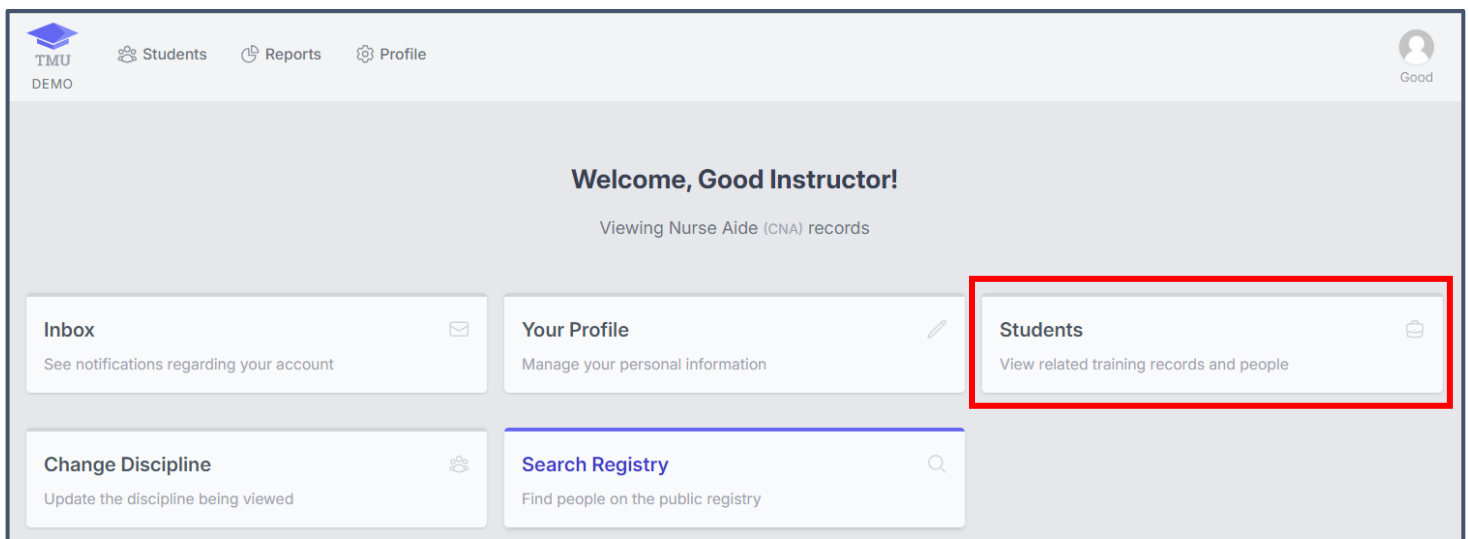
When a Student Doesn't Complete Training

We all have students that do not finish the training program, or other discipline for one reason or another. That student must be completed in TMU© as an **incomplete** (with training) designation. This is done so that the record is completed (not left as attending forever) and so that you may track attrition (with reasons) for your program. Do this so your training record isn't affected. Visit www.sdhca.org/cna. Sign in to TMU and then your **Instructor** record in your state's TMU© database using your Instructor Email or Username and Password.

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

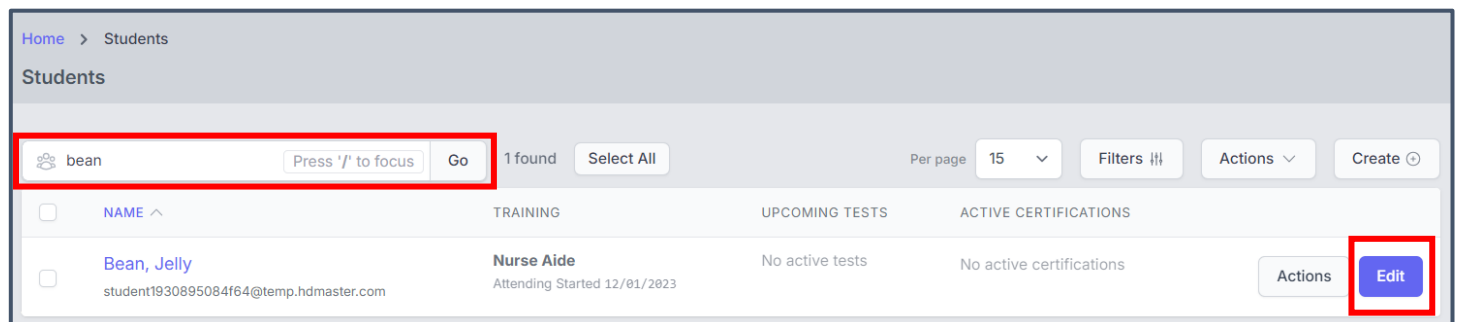
Remember to contact the SDHCA office with all your questions. You will only contact Headmaster if you are having software issues on the day of testing or if SDHCA directs you to their office. We reserve Headmaster to score the exams and assist only in more elevated questions. Thank you.

Click on **STUDENTS**:



The screenshot shows the TMU DEMO dashboard. At the top left, there is a logo for TMU DEMO and navigation links for Students, Reports, and Profile. At the top right, there is a user profile icon labeled 'Good'. The main content area features a welcome message: 'Welcome, Good Instructor!' and 'Viewing Nurse Aide (CNA) records'. Below this, there are several menu items: 'Inbox' (See notifications regarding your account), 'Your Profile' (Manage your personal information), 'Students' (View related training records and people), 'Change Discipline' (Update the discipline being viewed), and 'Search Registry' (Find people on the public registry). The 'Students' menu item is highlighted with a red rectangular box.

You can search for the student by placing their name in the search field and clicking on **GO**. Once you found the student in the list, select **EDIT** on the right side of the screen:



The screenshot shows the 'Students' page in the TMU DEMO system. At the top left, there is a breadcrumb trail: 'Home > Students'. Below this, the page title is 'Students'. A search bar contains the text 'bean' and a 'Go' button. To the right of the search bar, it says '1 found' and 'Select All'. Further right, there are controls for 'Per page' (set to 15), 'Filters', 'Actions', and 'Create'. Below the search bar, there is a table with columns: 'NAME ^', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The table contains one row for 'Bean, Jelly' with the following details: 'Nurse Aide', 'Attending Started 12/01/2023', 'No active tests', and 'No active certifications'. To the right of the table, there is an 'Actions' button and an 'Edit' button, which is highlighted with a red rectangular box.

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Click on **TRAININGS**:

Home > Students > Edit

Bean, Jelly Student

Identification **Incomplete Student** Fake Email SMS Enabled

Trainings

Test History

Employments

Login Info

FIRST * MIDDLE LAST * SUFFIX

Jelly [] Bean []

PHONE * ALTERNATE PHONE

(201) 333-4040 []

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 > Jelly Bean > Trainings

Bean, Jelly Student

Identification **Incomplete Student** Fake Email SMS Enabled

Trainings

Test History

Employments

Login Info

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

Actions Edit

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Under **STATUS**, choose **INCOMPLETE**:

The screenshot shows the 'Edit Training' form with the following fields and values:

- STUDENT: Jelly Bean
- CHOOSE DISCIPLINE *: Nurse Aide
- CHOOSE TRAINING *: Nurse Aide
- CHOOSE TRAINING PROGRAM *: Good Training Program
- CHOOSE INSTRUCTOR *: Instructor, Good
- STATUS: Incomplete (selected from a dropdown menu)
- TYPE: Normal
- STARTED *: 12/01/2023
- ENDED: (empty)
- EXPIRES: (empty)
- CLASSROOM HOURS: 0.00
- CLINICAL HOURS: 0.00
- DISTANCE HOURS: 0.00
- LAB HOURS: 0.00
- TRAINEESHIP HOURS: 0.00

The 'Save Changes' button is located at the bottom right of the form.

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A **REASON*** field will appear allowing you to select the reason that the student was unsuccessful in training, please select the most relevant reason in your individual student's case

After you change the student from 'Attending' to '**Incomplete**' and select a 'Reason' enter their last day of attendance or today's date (in the **ENDED*** box) if they did not return to the program and click **SAVE CHANGES**:

The screenshot shows a form with the following fields and values:

- STATUS: Incomplete
- REASON*: Select Reason
- Reasons List: Academic Performance, Health Reasons, Personal Reasons, Criminal History, Financial Reasons, Moving, Behavior, Language Skills
- ENDED*: 12/29/2023
- Save Changes button

The student's record **STATUS** shows **INCOMPLETE**:

The screenshot shows the student's record with the following details:

- Home > Students > Jelly Bean > Trainings
- Bean, Jelly Student
- Updated training. (Success message)
- Tags: Incomplete Student, Fake Email, SMS Enabled
- Table:

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	Actions
Nurse Aide	Incomplete Normal	Good Training Program	Good Instructor	12/29/2023		Actions

Buttons: Add Training

The student's record is now completed, and they will be removed from your list of current students.

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