

In-Facility Testing Two-Server System: Purchase Orders

MINNESOTA NURSE AIDE REGISTRY

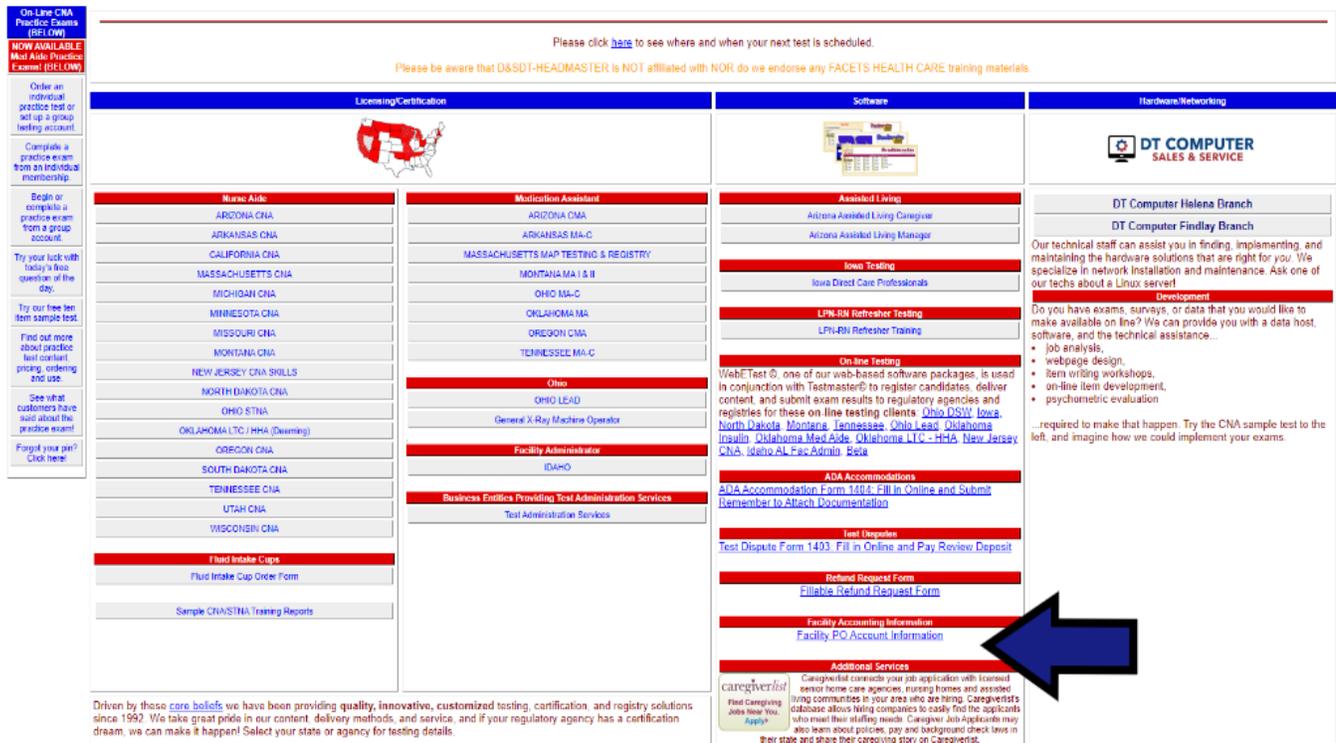
This document identifies the steps for an in-facility test site to set up terms with Headmaster for purchase orders. A purchase order can be used to pay for sponsored students' test fees in the Headmaster TestMaster Universe system.

You can find instructions for logging into and using TMU on the [Headmaster D&S - Minnesota Nurse Aide website \(https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm\)](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm).

See the [In-Facility Testing Two-Server System: Sponsorship Policy \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmusponsorship.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmusponsorship.pdf) for more information about sponsorship.

Setting up Purchase Order Terms with Headmaster

1. Training program instructor will navigate to [D&S - Headmaster - Home Page \(hdmaster.com\)](https://hdmaster.com)
2. Click on **Facility PO Account Information** in the lower right-hand area of the national Headmaster homepage



The screenshot shows the Headmaster website homepage. At the top, there is a navigation bar with links for 'On-Line CNA Practice Exams (BELOW)', 'NOW AVAILABLE Mini Aide Practice Exams! (BELOW)', and 'Order an individual practice test or set up a group testing account'. Below the navigation bar, there is a main content area with three columns: 'Licensing/Certification', 'Software', and 'Hardware/Networking'. The 'Licensing/Certification' column lists various states and their respective CNA programs. The 'Software' column lists various software products and services. The 'Hardware/Networking' column lists hardware and networking services. A blue arrow points to the 'Facility PO Account Information' link in the 'Additional Services' section.

3. Enter the facility information and the billing contact information. An example of the form is shown on the next page.
4. Agree to the terms, sign, and click Done.

	D&S Diversified Technologies LLP Headmaster LLP	D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP MT Office: P.O. Box 6609 Helena, MT 59604-6609 OH Office: P.O. Box 418 Findlay, OH 45839 (800)393-8664 (877)851-2355 (888)401-0462 Fax: (406)442-3357 hdmaster@hdmaster.com Website: www.hdmaster.com	Innovative, quality technology solutions throughout the United States since 1983.
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Account Information

Facility Information

Please check one of the following: SPONSORING FACILITY TRAINING PROGRAM

Facility Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Billing Contact Information

Contact Person: _____

Email Address: _____

Phone Number: _____

Preferred Method of receiving invoices:

Email Address: _____

Mail

Facility agrees to D&S Diversified Technologies-Headmaster Net 30 credit terms. Accounts that are past due will be put on a payment upfront process and will not be allowed any further credit.

Signature: _____ Date: _____

Paying for Sponsored Students with a Purchase Order

In the Headmaster TestMaster Universe system,

1. Select Students tab
2. Select sponsored students by clicking the checkbox on the left-hand side of their name
3. Select Actions tab in the top right-hand corner of screen
4. Select Pre-Pay

The screenshot shows the 'Students' page with a search bar and a table of students. The table has columns for NAME, TRAINING, UPCOMING TESTS, and ACTIVE CERTIFICATIONS. Two students are selected, indicated by checkboxes and a '2 selected' status. A 'Prepay' button is visible in the top right corner of the table.

NAME	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS
<input checked="" type="checkbox"/> Andrew, Isabella June, NA	Nursing Assistant Attending Started 08/24/2022	No active tests	No active certifications
<input type="checkbox"/> Barrett, Kailee Elizabeth	Nursing Assistant Attending Started 08/24/2022	No active tests	No active certifications
<input checked="" type="checkbox"/> Brown, Audrie Louise	Nursing Assistant Attending Started 08/24/2022	No active tests	No active certifications

5. Choose payment option, either credit card or purchase.
6. Complete payment

The screenshot shows the 'Cart' page with a table of items. The table has columns for DESCRIPTION, ITEM TYPE, and AMOUNT. The total amount is \$90.00. There are buttons for 'Pay with Credit Card' and 'Pay with Purchase Order'.

DESCRIPTION	ITEM TYPE	AMOUNT
Certified Nurse Aide for Misty Dawn Black	Knowledge	30.00
Certified Nurse Aide for Samantha Raeann Levart	Knowledge	30.00
Certified Nurse Aide for Kaysie Marie Spanhook	Knowledge	30.00
Total:		\$ 90.00

7. Once payment is complete, student will schedule their test in TMU
 - a. Payment button in student’s TMU account will be a “Schedule” button after the sponsor pays.

IN-FACILITY TESTING TWO-SERVER SYSTEM: PURCHASE ORDERS

Minnesota Department of Health
Health Regulation Division
Nurse Aide Registry
P.O. Box 64501
St. Paul, MN 55164-0501
651-215-8705
Health.FPC-NAR@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4200.