DEPARTMENT OF HEALTH

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 <u>Headmaster D&S - Minnesota Nurse Aide</u> website (https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm).

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

Setting up Purchase Order Terms with Headmaster

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

On-Line CNA Practice Exems (BELOW) NOW AVAILABLE		Please click <u>here</u> to see where a	nd when your next test is scheduled.							
Med Aide Practice Exams! (BELOW)	P	lease be aware that D&SDT-HEADMASTER is NOT affiliated with	NOR do we endorse any FACETS HEALTH CARE training material	a.						
Order an										
practice test or	Licensing/C	ertification	Software	Hardware/Networking						
set up a group testing account.			and the second s							
Complete a practice exam from an individual membership.				DT COMPUTER SALES & SERVICE						
Begin or	Nurse Aide	Medication Assistant	Assisted Living	DT Computer Helena Branch						
practice exam	ARIZONA CNA	ARIZONA CMA	Arizona Assisted Living Caregivar	DT Computer Fieldus Brench						
from a group account.	ARKANSAS CNA	ARKANSAS MA-C	Arizona Assisted Living Manager	Overtexhelial steff are available in finding inclamation and						
Try your luck with	CALIFORNIA CNA	MASSACHUSETTS MAP TESTING & REGISTRY		Our technical staff can assist you in finding, implementing, and maintaining the hardware solutions that are right for you. We						
today's free question of the	MASSACHUSETTS CNA	MONTANA MA I & II	lowa Testing	specialize in network installation and maintenance. Ask one of						
day.	MICHIGAN CNA	OHIO MA-C	Towa Direct Care Professionals	our techs about a Linux server!						
Try our free ten	MINNESOTA CNA	OKLAHOMA MA	LPN-RN Refresher Testing	Do you have exams, surveys, or data that you would like to						
Eind out more	MISSOURI CNA	OREGON CMA	LPN-RN Refresher Training	make available on line? We can provide you with a data host, software, and the technical assistance • job analysis,						
about practice	MONTANA CNA	TENNESSEE MA-C								
pricing, ordering	NEW JERSEY CNA SKILLS		On-line Testing WebETest © one of our web-based software packages, is used	 webpage design, item writing workshops, 						
and use.	NORTH DAKOTA CNA	Ohio	In conjunction with Testmaster® to register candidates, deliver	 on-line item development, 						
customers have	OHIO STNA	OHIO LEAD	content, and submit exam results to regulatory agencies and registries for these on line testing clients: Oblo DSW lows	 psychometric evaluation 						
said about the practice exam!	OKLAHOMA LTC / HHA (Deeming)	General X-Ray Machine Operator	North Dakota, Montana, Tennessee, Ohio Lead, Oklahoma	required to make that happen. Try the CNA sample test to the						
Forgol your pin?	ORECON CNA	Facility Administrator	Insulin, Oklahoma Med Aide, Oklahoma LTC - HHA, New Jersey CNA, Idaho AL, Eac Admin, Beta	left, and imagine how we could implement your exams.						
Click here!	SOUTH DAKOTA CNA	IDAHO								
	TENNESSEE CNA		ADA Accommodations ADA Accommodation Form 1404: Fill in Opline and Submit							
	UTIN CNS	Business Entities Providing Test Administration Services	Remember to Attach Documentation							
		Test Administration Services								
	VIDUONSIN CNA		Test Disputes Test Dispute Form 1403: Fill in Opling and Ray Review Dependent							
	Fluid Intake Cups		Test Dispeter Form 1405. Fir in Online and Pay Review Depest							
	Fluid Intake Cup Order Form		Refund Request Form							
			Fillable Refund Request Form							
	Sample CNA/STNA Training Reports		Saulta Languation Information							
			Facility PO Account Information							
			Additional Services							
	Driven by these <u>core heliefs</u> we have been providing quality, innov since 1992. We take great pride in our content, delivery methods, a dream, we can make it happen! Select your state or agency for test	vative, customized testing, cartification, and registry solutions and service, and if your regulatory agency has a certification ting details.	Categy Vertifiati enrol tome care agencies, musing tomes and asside time Caregiver that we have a set of the agencies that the care of the agencies that agencies along the set of the agencies the set of the agencies the set of the agencies that the set of the agencies the the set of the agencies the set of the agencies the the set of the agencies the set of the agencies the the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the set of the the set of the set							
		Company History	Calendar							

- 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.

Da	0&S Diversified Technologies 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 Englav, OH 45839	Innovative, quality technology solutions throughout the United States since 1983.
50	Headmaster LLP	(800)393-8664 (877)851-2355 (888)401-0462 Fax: (406)442-3357 hdmaster@hdmaster.com Website: www.hdmaster.com	

Account Information

Facility Information

Please check one of the following:	SPONSORING FACILIT	Y 🗌	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 invoi									
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: _____

D6.8DT-Headmaster | Facility Account Information | Updated 1-19-2022

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

Studer	nts									Students
8 50	arch students	Press '/' to focus	Go	25 found	Select All	2 selected	Per page	15 ~	Filters #	2 Actions ~
	NAME 🗠		TRAININ	o		UPCOMING TESTS	ACTIVE CERTIFICATIONS			Prepay
0	Andrew, Isabella June, NA		Nursing Attending	Assistant Started 08/24/	2022	No active tests	No active certifications			
	Barrett, Kailee Elizabeth		Nursing Attending	Assistant Started 88/24/	2022	No active tests	No active certifications			
۵	Brown, Audrie Louise		Nursing Attending	Assistant Started 88/24/	2022	No active tests	No active certifications			

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

TMU 🖄 Students 🚯 Sponsorships ঔ Reports 🗁 Billing History			
Home > Cart			
Cart			
DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Misty Dawn Black	Knowledge	30.00	Remove
Certified Nurse Aide for Samantha Raeann Levart	Knowledge	30.00	Remove
Certified Nurse Aide for Kaysie Marie Spanhook	Knowledge	30.00	Remove
	Total:	\$ 90.00	
		Pay with Credit Card	Pay with Purchase Orde

- 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 <u>Health.FPC-NAR@state.mn.us</u> www.health.state.mn.us

06/27/2023

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