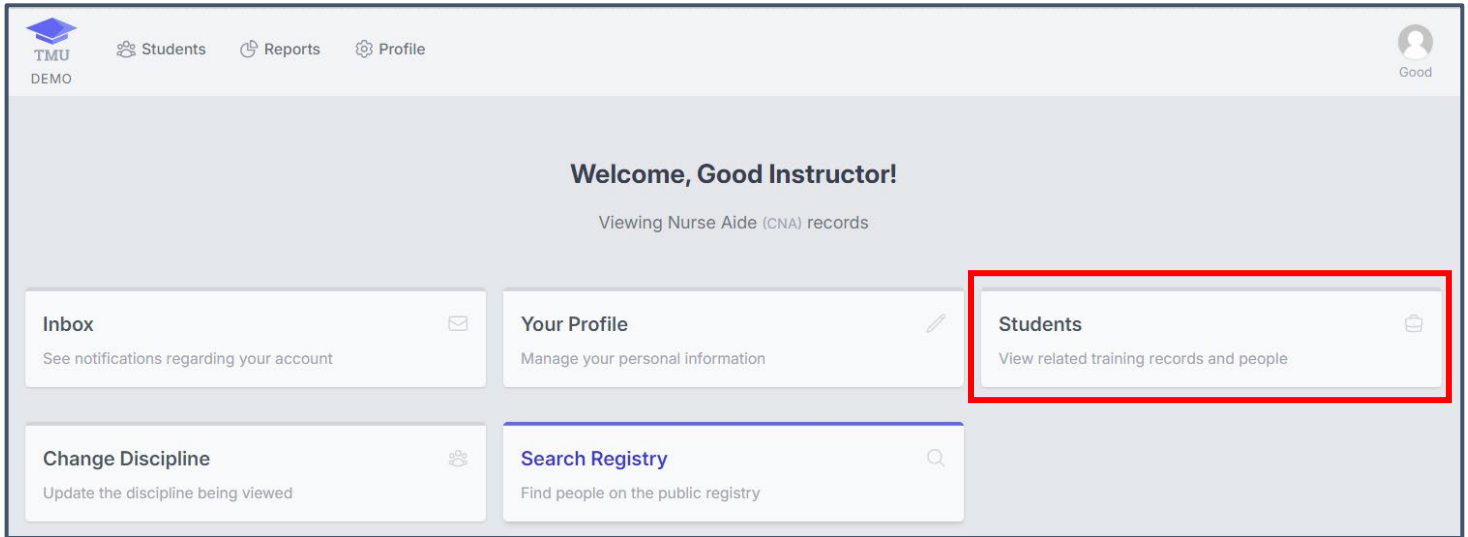


INSTRUCTORS

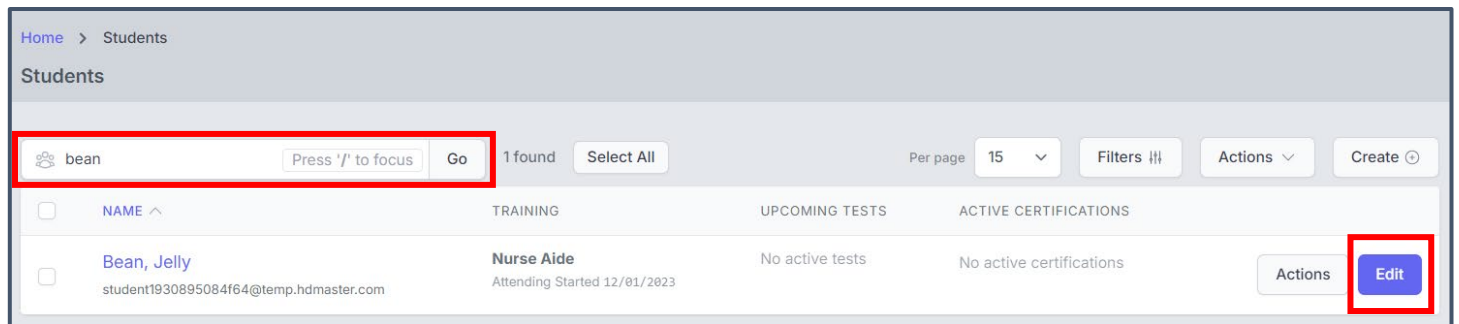
How to Complete a Record for a Student/Candidate who did not Complete Training in TMU© (For Students who do not successfully complete a training program.)

We all have students that do not finish a nurse aide, or other discipline, training program 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.

Log into your state's TMU© and click on **STUDENTS**:



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:



INSTRUCTORS

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

Click on **TRAININGS**:

Home > Students > Edit

Bean, Jelly Student

Identification **Trainings** Test History Employments Login Info

Incomplete Student Fake Email SMS Enabled

FIRST * MIDDLE LAST * SUFFIX

Jelly Bean

PHONE * ALTERNATE PHONE

(201) 333-4040

BIRTHDATE *

GENDER AUDIO TESTS?

MALE FEMALE OTHER 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 **Trainings** Test History Employments Login Info

Incomplete Student Fake Email SMS Enabled

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

Actions Edit

INSTRUCTORS

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

The screenshot shows the 'Edit Training' form for a student named 'Jelly Bean'. The form includes several dropdown menus for selecting discipline, training, program, and instructor. The 'STATUS' dropdown is open, showing 'Attending', 'Completed', and 'Incomplete' (highlighted in blue). A red box highlights the 'STATUS' dropdown, and a red arrow points to the 'Incomplete' option. The 'Save Changes' button is highlighted with a red box and a red arrow.

Home > Students > Jelly Bean > Edit Training

Edit Training

STUDENT
Jelly Bean

CHOOSE DISCIPLINE *
Nurse Aide

CHOOSE TRAINING *
Nurse Aide

CHOOSE TRAINING PROGRAM *
Good Training Program

CHOOSE INSTRUCTOR *
Instructor, Good

STATUS
Attending
Completed
Incomplete

STATUS
Attending

TYPE
Normal

STARTED *
12/01/2023

ENDED

EXPIRES

CLASSROOM HOURS
0.00

CLINICAL HOURS
0.00

DISTANCE HOURS
0.00

LAB HOURS
0.00

TRAINEESHIP HOURS
0.00

Save Changes

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.)

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**:

STATUS: Incomplete

REASON*: Select Reason

Academic Performance
Health Reasons
Personal Reasons
Criminal History
Financial Reasons
Moving
Behavior
Language Skills

STATUS: Incomplete TYPE: Normal

REASON*: Attendance

STARTED*: 12/01/2023 ENDED*: 12/29/2023

Save Changes

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

Home > Students > Jelly Bean > Trainings

Bean, Jelly Student

Identification
Trainings
Test History
Employments
Login Info

Updated training.

Incomplete Student Fake Email SMS Enabled

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

Add Training

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

If you have any questions, please call D&SDT-HEADMASTER at (888)401-0462.