

## To Complete a Student's Training

To complete a student's training to allow them to pay and take the state test

Click on Students and search for the student either by a group of students that started the training on the same day or using the name of a student. Select that student and choose complete training and click Go.

The screenshot shows the 'Students' management interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. Below this, a search bar is visible with 'Name' selected as the search criteria and 'bob' entered as the search term. A table of found students lists 'Smith, Bob' with a 'VIEW' link. At the bottom, a dropdown menu is set to 'Complete Trainings' with a 'Go' button next to it.

Filter Type	Searching for
Name	bob

  

Training	Upcoming Events
STNA Start: 06/13/2020	

Enter the date that the training was completed in the Ended date field. Enter the number of classroom and clinical hours and then click Complete Trainings. The student will now be able to log into TMU@, pay for their test and schedule their state nurse aide competency knowledge and skill tests.

The screenshot shows the 'Complete Multiple Trainings' form. It includes fields for 'TRAINING' (STNA), 'STARTED' (06/13/2020), and 'ENDED \*' (MM/DD/YYYY). Below these are fields for 'CLASSROOM HOURS \*', 'CLINICAL HOURS \*', 'DISTANCE HOURS', 'LAB HOURS', and 'TRAINEESHIP HOURS'. The student's name 'Smith, Bob' and employer 'ABSOLUTE HEALTH SERVICES, INC' are displayed. A 'Complete Trainings' button is at the bottom right.

TRAINING	STARTED	ENDED *		
STNA	06/13/2020	MM/DD/YYYY		
CLASSROOM HOURS *	CLINICAL HOURS *	DISTANCE HOURS	LAB HOURS	TRAINEESHIP HOURS

Smith, Bob      ABSOLUTE HEALTH SERVICES, INC

Complete Trainings