

Certification & Testing — who is eligible, registered and passed

By testing organisation. The certified flag is the number workforce funding is awarded against.

1 What this page is for

WHAT THIS PAGE IS FOR

To track every student from finishing class to holding a certificate. The result recorded here sets the **certified** flag that Outcomes, Executive and the TWC report all use.

TESTING ORGANISATIONS

Texas HHSC (nurse aide registry), **Prometric** (CNA exam), **NHA** (phlebotomy, EKG, medical assistant, PCT, CMA), **Other**. The organisation is suggested from the program and can be changed.

THE TABLE

Student, program, org, eligible (yes/no), registered (yes/no), exam date, result (Pass / Fail / Pending), certificate number.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Students in testing window	Started, completed or certified — everyone who could be testing.
Registered for an exam	Have an exam registration recorded.
Passed	Result recorded as Pass.

Retests needed

Result recorded as Fail. Schedule these first.

3 Step by step

Record an exam result

1. Open the student (from here or the Students tab), tab **Certification**.
2. Set exam date and result; for a pass add the certificate number.
3. Save. The certified flag is set and the student counts on Outcomes at once.

4 If something looks wrong

A graduate is missing from the list.

Only students at Started, Completed or Certified appear. Someone still at Enrolled has not begun class.