Train the Trainer (TTT) Course Payment Guide

Use this guide to pay for the Medication Administration Train the Trainer (TTT) course through Temple University's Non-Credit payment system.

Terminology: Throughout this guide, the term **trainer** refers to any agency staff member enrolling in the Train the Trainer (TTT) course, including new trainer candidates and trainers completing recertification.

Before You Begin

Important: The Temple University payment account **must be created using the trainer's name and information**, even if the Primary Contact, Agency Administrator, or another person is paying for the course.

Do not create the payment account in the Primary Contact's or supervisor's name. If the payment account and the trainer's Med Admin account do not match, payment cannot be automatically reconciled and course access will be delayed.
The only information that should belong to the payer is the payment method (for example, the credit card used during checkout).

Before submitting payment, confirm that:

- The trainer meets all Train the Trainer (TTT) prerequisites (the TTT course prerequisites document is located on the New Provider page: https://medadmin.myodp.org/mod/page/view.php?id=518).
- The trainer has an existing Med Admin profile (https://medadmin.myodp.org/)
    - If your agency is not listed in the med admin system, **STOP** and reach out to the med admin helpdesk (www.mahelpdesk.com)
- The Agency/Entity/Role Designation/Verification Form has been completed, signed, uploaded, **AND submitted into the Trainer's TTT course**. Allow up to **5 business days** for review.
- The trainer has completed the TTT Prerequisite Questionnaire.
- **Recertification only:** Payment is being made **no more than 90 days** before the trainer's certificate expiration date.

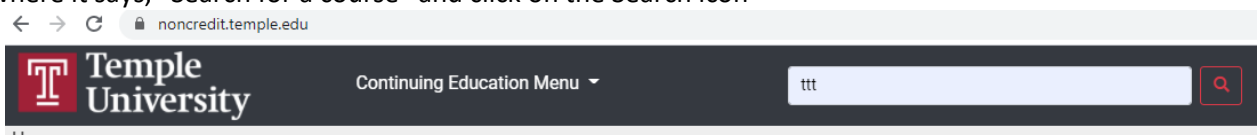
Payment Instructions

Step 1 – Access the Payment Website

The Primary Contact, Agency Administrator, or trainer may submit payment using the Temple University non-credit payment website.

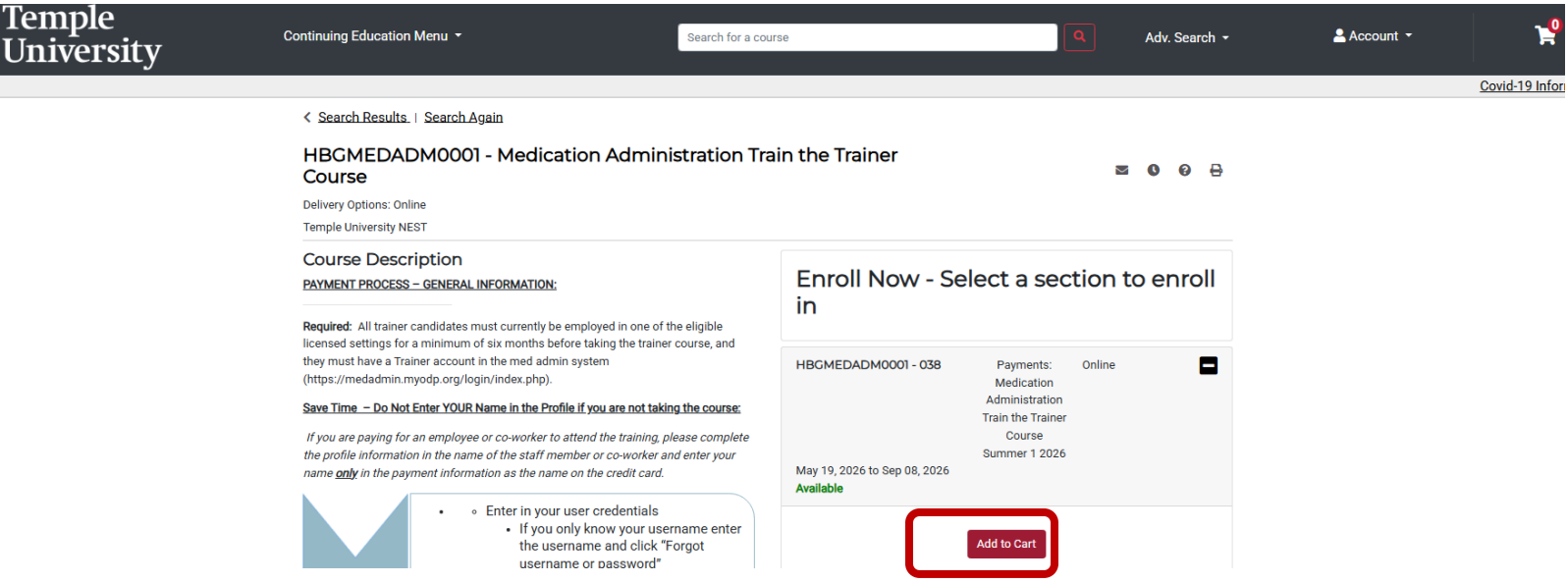
Temple University Payment Website:
https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM

Another way to access the payment website:
https://noncredit.temple.edu/
Enter "ttt" where it says, "Search for a course" and click on the Search icon



Click on the Medication Administration Train the Trainer Course
Review the course information, payment policies, and important time frames. Select the "**+**" icon to expand the Course

Fee(s), then select **Add to Cart** (The system does not charge you in this step).

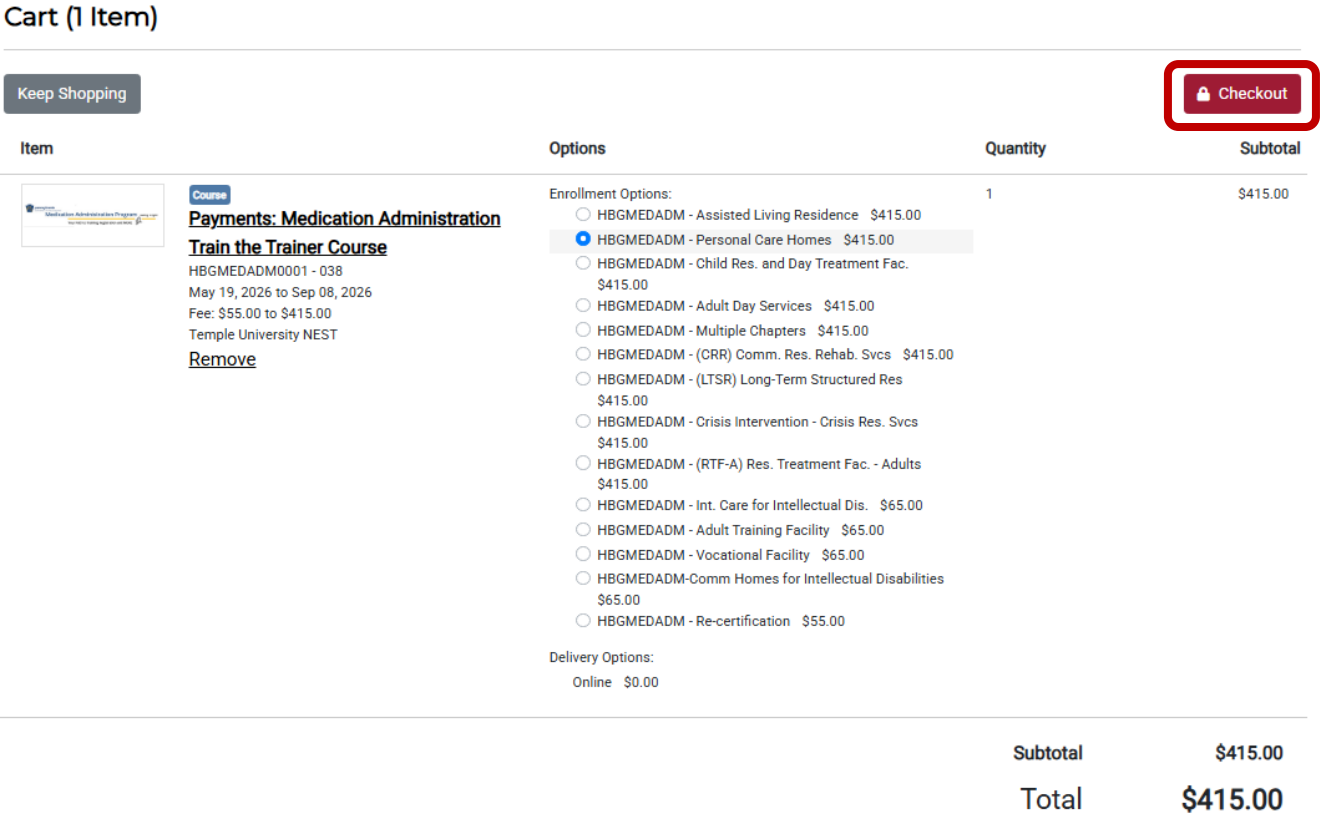


Step 2 – Select the Course Fee

Go to the shopping cart () to select the enrollment option that matches the trainer's work setting, then select **Checkout**.

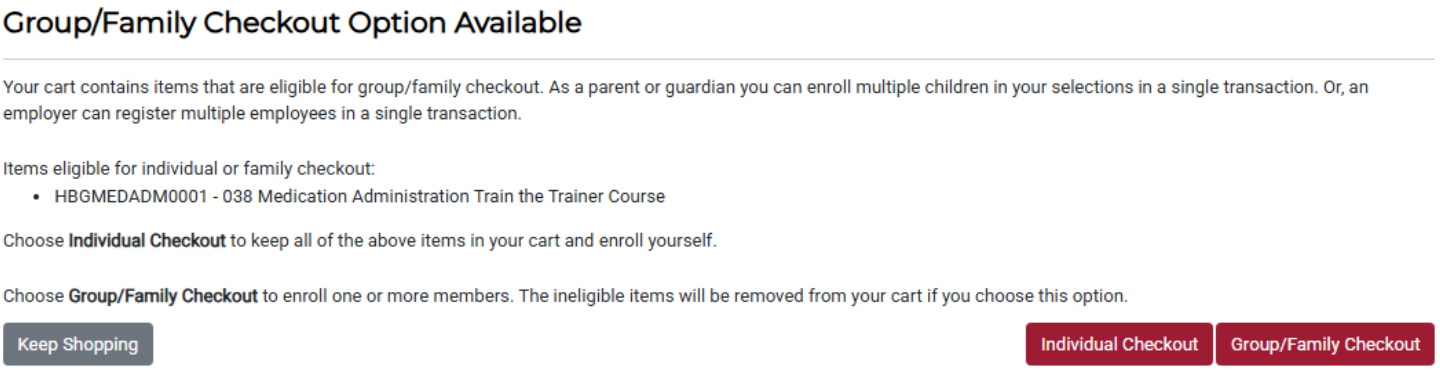
Course Fees

Course and Agency Chapter Setting	Fee
New Trainer – Chapters 2380, 2390, 6400, and 6600	**$65**
New Trainer – Chapters 2600, 2800, 3800, and Chapter 11	**$415**
Agencies operating facilities in both fee groups	**$415**
Train the Trainer Recertification (all chapters)	**$55**



Step 3 – Sign In or Create the Trainer's Payment Account

Select **Individual Checkout** to register one trainer. Select **Group/Family Checkout** to register multiple trainers (see **Group/Family Checkout** below).



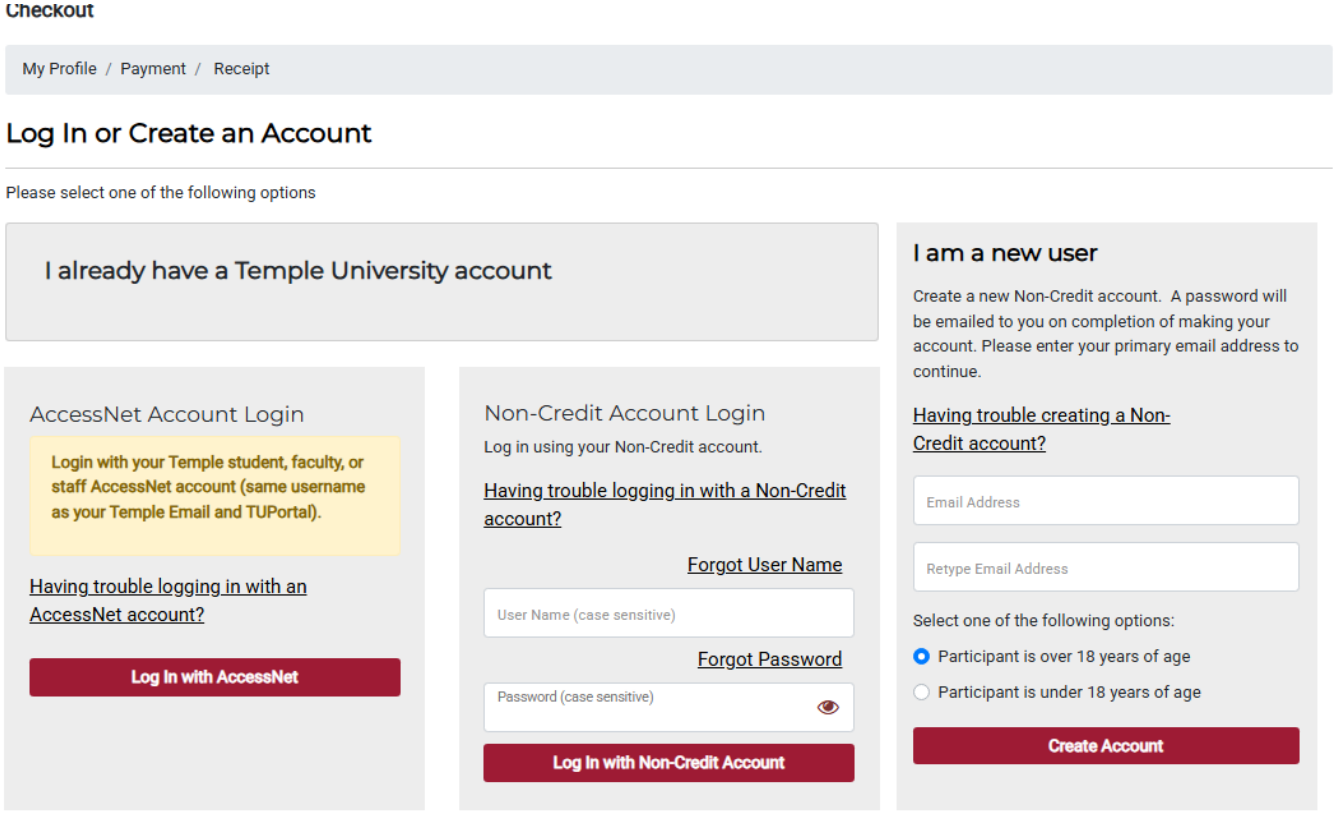
The Temple University payment website uses a separate account from the Med Admin website.

Returning Users
If the trainer has taken a Temple University non-credit course within the last five years (such as a previous TTT course), sign in using the trainer's existing Non-Credit account.

New Users
If the trainer does not already have a Temple payment account:

1. Follow the prompts under **I Am a New User**.
2. Create the payment account using **the trainer's name and information**.
3. Continue to checkout.

Reminder: The payment account belongs to the trainer. The payment method (credit card, company card, etc.) may belong to someone else.



Group/Family Checkout (Paying for Multiple Trainers)

If paying for more than one trainer, select **Group/Family Checkout**.

Returning Group Account Users

- Sign in using your existing Group/Family account credentials.

New Group Account Users

1. Create a new Group/Family account using your agency's information.
2. Complete the Group Profile.
3. Add each trainer as a Group Member before registering them.
    - If the trainer already has a Temple Non-Credit account, select **Invite a Family Member** and enter the trainer's Temple username. The trainer must accept the invitation before registration can be completed.
    - If the trainer does not have a Temple Non-Credit account, select **Add a Family Member** and enter the trainer's information.
4. After all trainers have been added, select **Continue Checkout**.
5. Use **Add/Remove Members** to enroll the appropriate trainers in the course, then continue to checkout and complete payment.

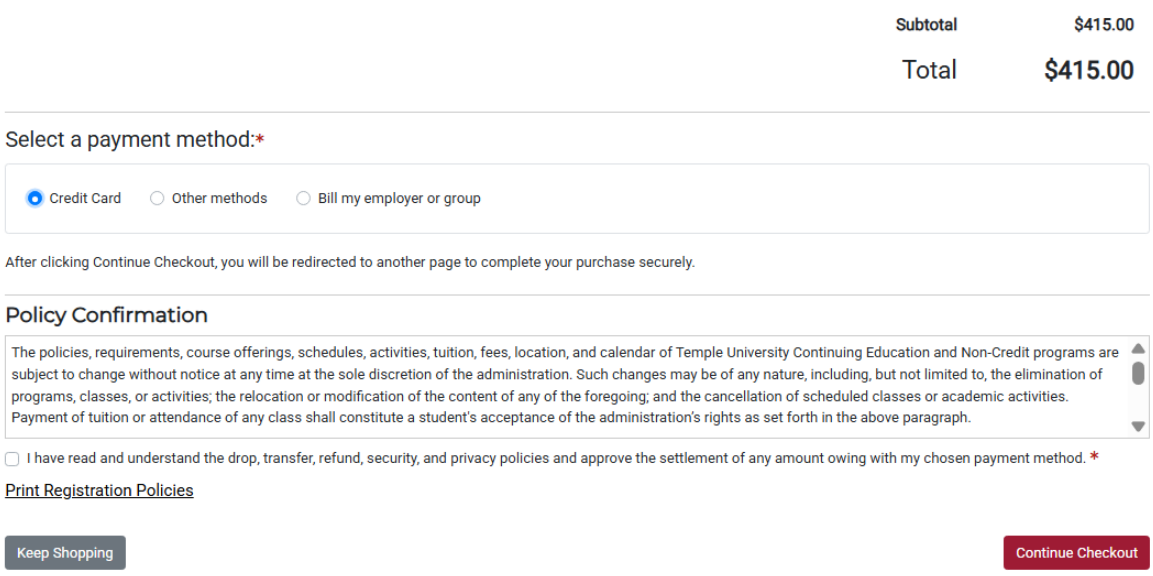
Important: New Train the Trainer registrations and Recertification registrations must be submitted as separate transactions.

Step 4 – Choose a Payment Method

Credit Card

Credit card is the most common payment method.

The credit card may belong to the agency, Primary Contact, or another payer. However, the **payment account/profile must belong to the trainer**.



Invoice (Check or Money Order)

To request an invoice:

1. Select **Other Methods** during checkout.
2. Choose either:
    - Personal Check/Money Order, or
    - Company/Employer Check.
3. Complete checkout to generate an invoice.
4. Mail the invoice and payment to:

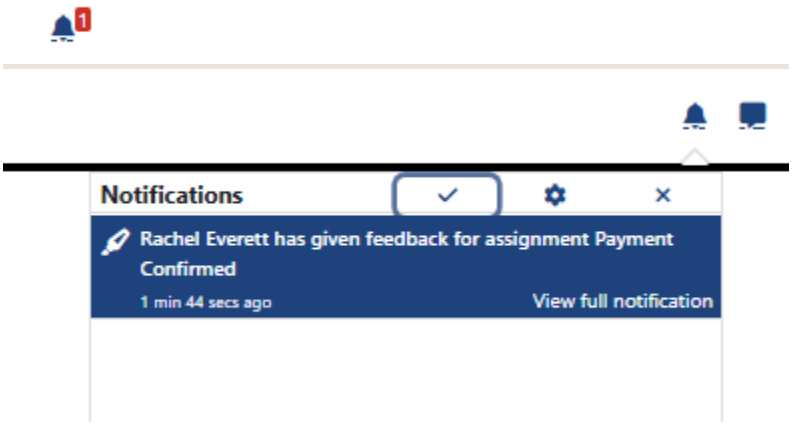
Medication Administration Training Program
Temple University–Harrisburg
234 Strawberry Square
Harrisburg, PA 17110
Make checks payable to **Temple University**.

Include the trainer's name and account number (or the Group Name and Group Number, if applicable) on the memo line.

After Payment

Payment is **not marked complete in med admin immediately**.
Please allow approximately **one business day** for the payment to be matched with the trainer's Med Admin account.
Once payment has been reconciled:

- The trainer will receive a notification in their Med Admin account (see images below).
- If the Trainer's Agency Entity form was submitted and approved, and their Trainer prerequisites were completed and passed, the trainer may begin the online TTT modules.



Recertification Reminder: Do not begin the recertification course more than **90 days** before the trainer's certificate expiration date. Beginning the course too early may result in the loss of payment records, quiz scores, and exam scores.

Need Help?

Forgot your username?
Select **Forgot Username** on the Temple payment website or contact the Med Admin Help Desk (www.mahelpdesk.com).
Forgot your password?
Select **Forgot Password** on the Temple payment website. Password reset instructions will be sent to the email address associated with the trainer's payment account. Or contact the Temple payment Center: Call 215-204-4866
or, email noncredit@temple.edu.
Need to update the email address on the payment account?
Contact the Med Admin Help Desk (www.mahelpdesk.com) before using **Forgot Password**.
Assistance Placing the payment
For assistance making the payment or creating a group account, please contact Temple's payment Center: Call 215-204-4866
or, email noncredit@temple.edu.