

How to Enroll in and Pay for the DMA Online Training Course

1. Choose the “DMA Online Training Course” link.

The screenshot shows the 'Online Educational Resources for Idaho Health Care Facilities' website. The page is titled 'Welcome to Idaho Health Care Association - Idaho Center for Assisted Living Online Educational Resources'. Under the 'Available Courses' section, there are three course listings:

- Residential Care Administrator Course**: This new updated course is designed to assist future administrators of assisted living facilities who will take the Idaho Administrators Licensing Examination. This course provides a comprehensive overview of the responsibilities of an assisted living administrator. Completing an approved course and passing the examination are required in order to receive an administrator's license in Idaho. For more information, please visit the Residential Care Admin Course page on the IHCA-ICAL website.
- DMA Online Training Course**: This course combines four online training modules and scheduled practical field experience hours that will satisfy the mandatory education hours to be eligible to take DMA's national credentialing exam. Registration is now open for Module A - Medical Nutrition Therapy for Dietary Managers. The deadline to register is Friday, April 10, 2009. Module A begins Monday, April 27, 2009. To get started read and print out the 'Course Policy and Procedures.' By registering and paying for this course, you are agreeing to the terms and conditions in this document. The information you enter when creating a user account will be emailed to the course administrator.
- Using this Website**: Free - Includes tips on how to use this learning environment and answers to frequently asked questions.

A red arrow points to the 'DMA Online Training Course' link.

2. Choose “Create new account”

The screenshot shows the login page of the IHCA-ICAL website. The page is titled 'Returning to this web site?' and 'Is this your first time here?'. The 'Returning to this web site?' section contains a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the form is a link for 'Forgotten your username or password?' with a 'Yes, help me log in' button. The 'Is this your first time here?' section contains a message: 'Please login using the username and password given to you when you signed up for the course. You will enter your module username and password after you first login to the education area.' Below this message is a 'Create new account' button, which is highlighted with a red arrow.

3a. Enter the student's account information

- Do not enter the information of the person paying the tuition
- You do not need to enter the "IHCA-ICAL Discount Code"
- All other fields are mandatory
- The information entered here will be sent to the DMA Course Administrator

3b. Click on "Create account"

**Online Educational Resources
for Idaho Health Care Facilities**
Idaho Health Care Association -
Idaho Center for Assisted Living

IHCA-ICAL_EDU ▶ Login ▶ New account

Create username and password

Username*

Password* Unmask

**Student information
(not person paying tuition)**

Email address*

Confirm email*

Student's first name*

Student's last name*

Street address*

City*

State*

Zip code*

Country*

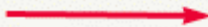
~~IHCA-ICAL Discount Code~~

Additional student information

Home phone*

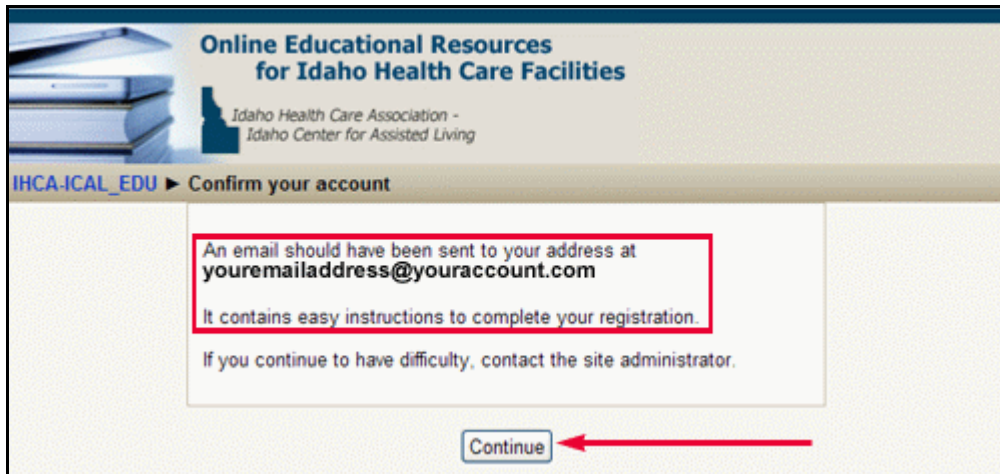
Employer*

Work phone*

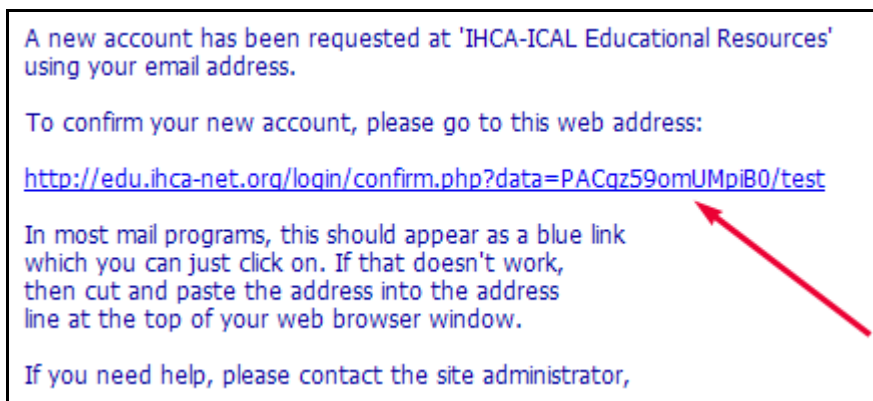


There are required fields in this form marked*.

4. You will automatically be sent to the “Confirm your account” web page - choose “Continue.”
 - You will be sent an email to the email account entered in the Step 3.



5. Open email - and click on the confirmation link
 - Clicking on this link will automatically send you to the web page shown in Step 6.



6. You are now registered into the system.
 - Next, you will need to enroll and pay for the DMA Online Training Course - click on “Courses.”



- 7. Enroll into course
 - Choose "DMA Online Training Course"

Online Educational Resources for Idaho Health Care Facilities
 Idaho Health Care Association - Idaho Center for Assisted Living

IHCA-ICAL_EDU ▶ Course categories

Course categories

- Residential Care**
Residential Care Administrator Course
- Dietary Manager Course**
DMA Online Training Course ←
- Help Center (free)**
Using this Website

Search courses:

- 8. Pay for course
 - Enter your credit card information
 - All fields are required
 - Click on "Send Payment"

Online Educational Resources for Idaho Health Care Facilities
 Idaho Health Care Association - Idaho Center for Assisted Living

IHCA-ICAL_EDU ▶ Courses ▶ Login to DMA Course

DMA Online Training Course

Cost: US\$860.00

This online distance learning course is designed for students who are looking for a career change or are currently employed in food service but aspire to be credentialed as a Certified Dietary Manager, Certified Food Protection Professional [CDM, CFPP]. The course provides learning experiences online, in the classroom, and in facilities with the guidance of a preceptor.

To get started:
 1. Read and print out the 'Course Policy and Procedures.' By registering and paying for this course, you are acknowledging that you have read and understood the policies and procedures for this course.
 2. Enroll and pay for course. Our payment and registration process has changed. 'How to Register' is an instructional document that will take you through the registration and payment process step by step.

Registration is now open for Module A - Medical Nutrition Therapy for Dietary Managers. The deadline to register is Friday, April 10, 2009. Module A begins Monday, April 27, 2009.

This course requires a payment for entry.

Name on Card*

Credit Card Number* Unmask

Expiry Date* Choose Choose

Credit Card Type* Choose

Card Verification*

Street address

Street address*

City - State -

Country* United States

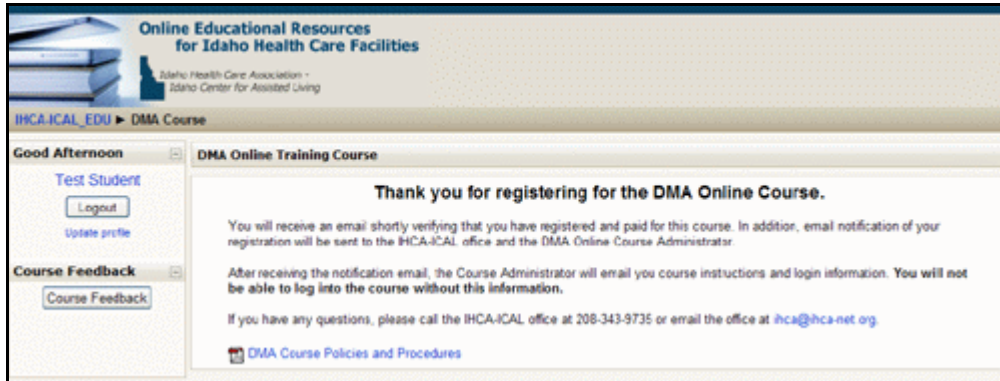
Zip Code*

←

There are required fields in this form marked*.

9. You will be redirected to the course page.

- You are now finished enrolling in and paying for the DMA Online Training Course.



10. The DMA Course Administrator will be sending you an email with course log in instructions.

Important! You will not return to this website to log into the DMA Online Training Course.

To log into the DMA course, go to the www.ihca-net.org website, hover over "DMA Course", and click on the "Student login" link.

