

Long Term Care Regulatory (LTCR) Licensing and Credentialing Systems

Training Guide for Med Aide School
External Users

**Texas Health and Human
Services (HHS)**

[July 13, 2023]



TEXAS
Health and Human
Services

Table of Contents

Table of Contents	2
Overview	4
1. Registration and Logging into the TULIP	5
1.1. New Registration	5
1.1.1. Correctional Med Aide School	9
1.1.2. School Security Authority	17
1.2. Request Additional Access	25
1.2.1. Licensing Applicant	25
1.2.2. School Security Authority	30
1.2.3. Facility Security Authority	35
1.2.4. NATCEP Security Authority	38
1.2.5. NATCEP Program Director	41
1.2.6. Correctional Med Aide School	45
1.3. Existing TULIP LTC providers - request licensing applicant access	48
1.4. Logging in to TULIP	56
1.4.1. TULIP Homepage	56
1.5. Resetting your password	57
2. PublicSearch	58
2.1. Search for Nurse Aide/Medication Aide/ Nursing Facility Administrator in Registry	59
2.2. Subscribe and Unsubscribe	61
2.2.1. Subscribe	61
2.2.2. Unsubscribe	62
3. NA / MA / NFA Tab	65

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

3.1.	Correctional Med Aide Security Authority	65
3.1.1.	School Information	66
3.1.2.	Training Program Verification	67
3.1.3.	Helpful Links	68
3.2.	School Security Authority Page.....	69
3.2.1.	School Information	70
3.2.2.	Training School Applications.....	71
3.2.3.	Training Class Applications.....	72
3.2.4.	Current Approval.....	73
3.2.5.	School Instructors	73
3.2.6.	Helpful Links	74
4.	Correctional Med Aide School Application	75
5.	Med Aide School Applications.....	80
5.1	Training School Applications.....	80
5.2	Training Class Applications	88
6.	Other Information.....	90
6.1	Withdrawing an application	90
6.2	Addressing a deficiency cited by HHS staff	94
6.3	Incomplete application validation	99
6.4	Locked applications	99
6.5	Payments	102
6.5.1	Make a payment	102
6.5.2	Making a second payment	114
6.6	Changing email.....	116

Overview

Texas Health and Human Services Commission (HHSC) has developed Nursing Facility Administrator (NFA), Nurse Aide (NAR), Medication Aide (MAR), NATCEP, and Medication Aide School applications, an online system for Long Term Care Regulatory (LTCR) licensing and credentialing applicants within the Texas Unified Licensure Information Portal (TULIP).

The portal will allow users to:

- Create and submit licensing and credentialing applications online.
- Address application deficiencies.
- Attach or upload documents related to applications.
- Submit application payments online (when applicable).
- Perform public searches for permit, certificate, or license statuses.
- Print a license.

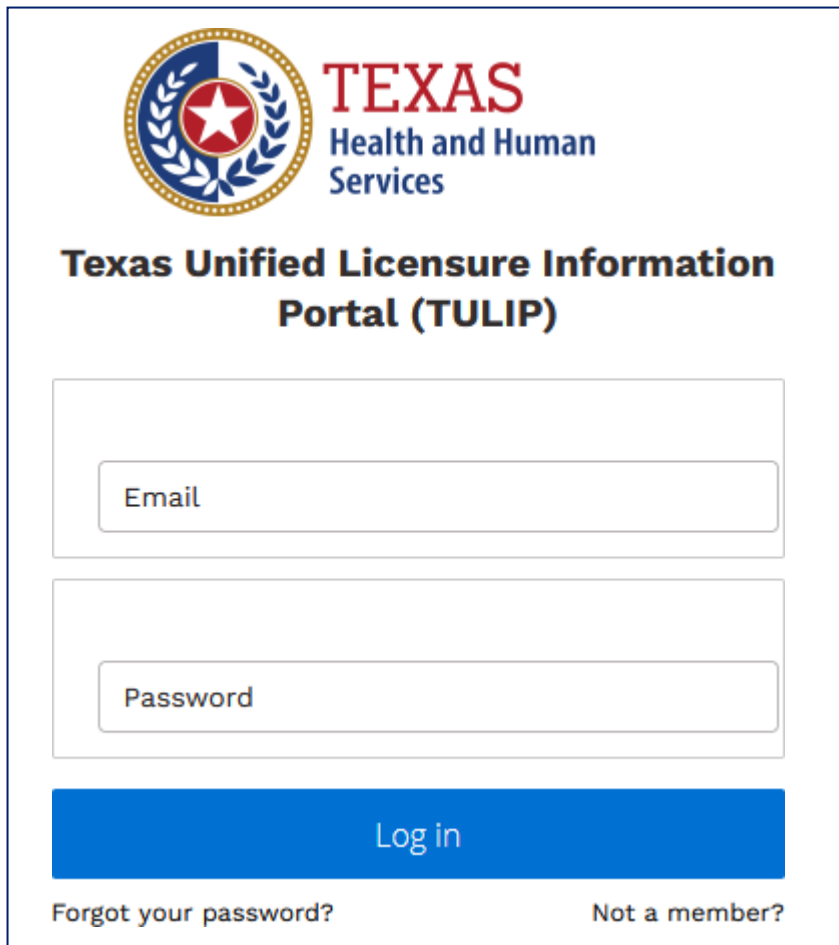
This training guide is organized into the following major categories:

- Portal Login - Applicant registration, login, and password reset.
- Public Search - Public search to allow search for permit, certificate, or license status.
- Applicant Actions - Create, edit and submit applications.

Note: TULIP is optimized for the [Google Chrome browser](#) therefore it is recommended.

1. Registration and Logging into the TULIP

It is highly recommended that you bookmark the login page (<https://txhhs.force.com/TULIP/s/login/>) for easy access to TULIP.



TEXAS
Health and Human
Services

**Texas Unified Licensure Information
Portal (TULIP)**

Email

Password

Log in

Forgot your password? Not a member?

Figure 1. TULIP log in page.

1.1. New Registration

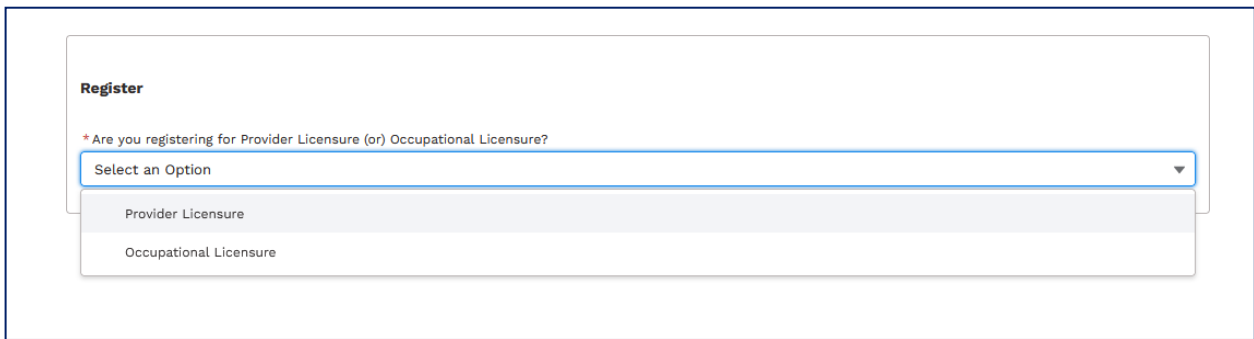
You must have a registered account for accessing TULIP.

To register, select 'Not a member?' (See Figure 1).

After clicking 'Not a member?' two license types are available for selection (see Figure 2):

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

- Provider Licensure – LTC providers who want to submit applications for facility/agency licenses.
- Occupational Licensure – NFA, NA and MA applicants.
- For School Security Authority, Facility Security Authority, NATCEP Security Authority, NATCEP Program Director, Correctional Med Aide School, see pages 19-44 below:
-



The screenshot shows a registration form titled "Register". Below the title is a required question: "* Are you registering for Provider Licensure (or) Occupational Licensure?". A dropdown menu is open, showing two options: "Provider Licensure" and "Occupational Licensure".

Figure 2. TULIP registration page.

Note: Fields marked with * are required.

Select '**Occupational Licensure**' to register for the following role:

- **Licensing Applicant:** Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.
- **Nursing Facility Administrator (NFA):** NFA is a person who is licensed to engage in the practice of nursing facility administration in an institution or facility that is licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

- **Nurse Aide (NA):** Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).
- **Medication Aide (MA):** Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.
- **School Security Authority:** Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.
- **Facility Security Authority:** Designated individual who can submit nurse aide renewal applications/employment verifications for their Nursing facility employees who are Certified Nurse Aides in the Nurse Aide Registry through their TULIP provider account. [Click here](#) for additional information
- **NATCEP Security Authority:** The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.
- **NATCEP Program Director:** The individual who directly performs training or has general supervision of the program instructor and supplemental trainers of the NATCEP program. The Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.
- **Correctional Med Aide School:** Designated individual with a Correctional medication aide training program who can submit applications for the Correctional Medication Aide Training Program Approval as required. This individual will also be performing Verification of Student Eligibility for a Medication Aide Correctional Permit and verifying completion of the 7-hour update.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Social Security Number (SSN) and Email ID (email address) are required to continue registration (see Figure 3).

Register

Please review the following definitions, to register with the right role :

Definitions:
Provider Licensure/SP3 Certification = Agency, Facility, SP3 Certification.
Occupational Licensure = Nursing Facility Administrator (NFA)

* Are you registering for Provider Licensure/SP3 Certification (or) an Occupational Licensure?

Occupational Licensure

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who can submit nurse aide renewal applications/employment verifications for their Nursing facility employees who are Certified Nurse Aides in the Nurse Aide Registry through their TULIP provider account. [Click here for additional information](#)

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Correctional Med Aide School: Designated individual with a Correctional medication aide training programs who can submit applications for the Correctional Medication Aide Training Program Approval as required. This individual will also be performing Verification of Student Eligibility for a Medication Aide Correctional Permit and verifying completion of the 7 hour update.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

-->

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Please enter your Social Security Number (SSN)

XXX-XX-XXXX

* Please enter your Email Id

Figure 3. Occupational licensure registration initial page.

Note: SSN and email ID (email address) fields are required. Registration will not proceed until data is entered into these fields. A valid SSN must be entered to avoid any delays in the registration process. A valid SSN will ensure a match with your profile information.

After SSN and email ID (email address) are entered, the system will display the field 'Who will you be registering as?'. Select the role you want to register for.

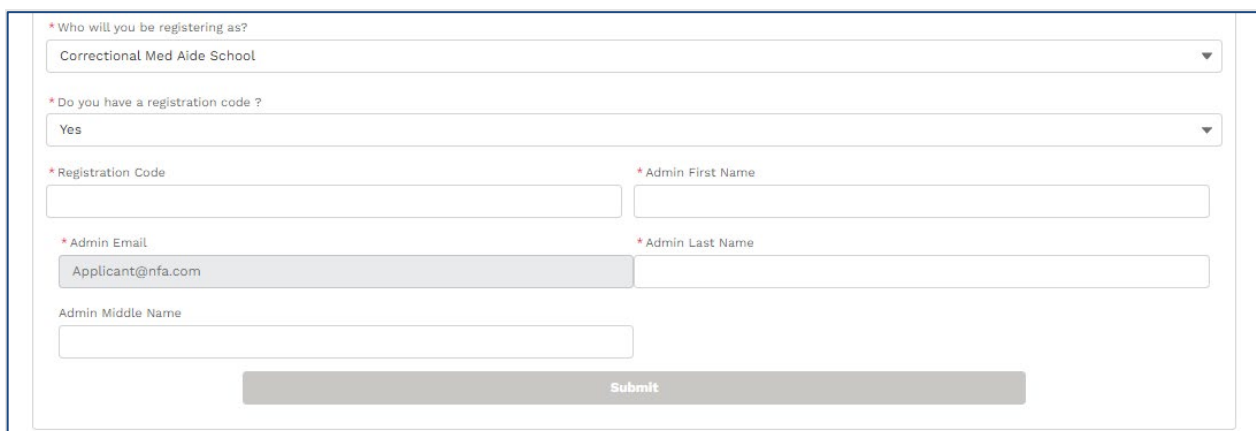
1.1.1. Correctional Med Aide School

Please see steps in Section 1.1 [New Registration](#) before continuing with this section.

This section is for applicants who want to register for a TULIP account as correctional med aide school.

Registering with registration code

This section is for applicants whose med aide school is already registered with HHSC and who received a registration code from HHSC in mail. If you are not registered with HHSC, please go to the next section '**Registering without registration code**' to see how to register without the code.



The screenshot shows a registration form with the following fields and values:

- * Who will you be registering as? (Dropdown menu): Correctional Med Aide School
- * Do you have a registration code? (Dropdown menu): Yes
- * Registration Code (Text input): [Empty]
- * Admin First Name (Text input): [Empty]
- * Admin Email (Text input): Applicant@nfa.com
- * Admin Last Name (Text input): [Empty]
- Admin Middle Name (Text input): [Empty]
- Submit button (Grey button): Submit

Figure 4. Screen to register as med aide school with registration code.

Note: Submit button will be enabled when all required fields are entered.

Enter all the required information and click on 'Submit' button. Below a screen will pop up to confirm submission.

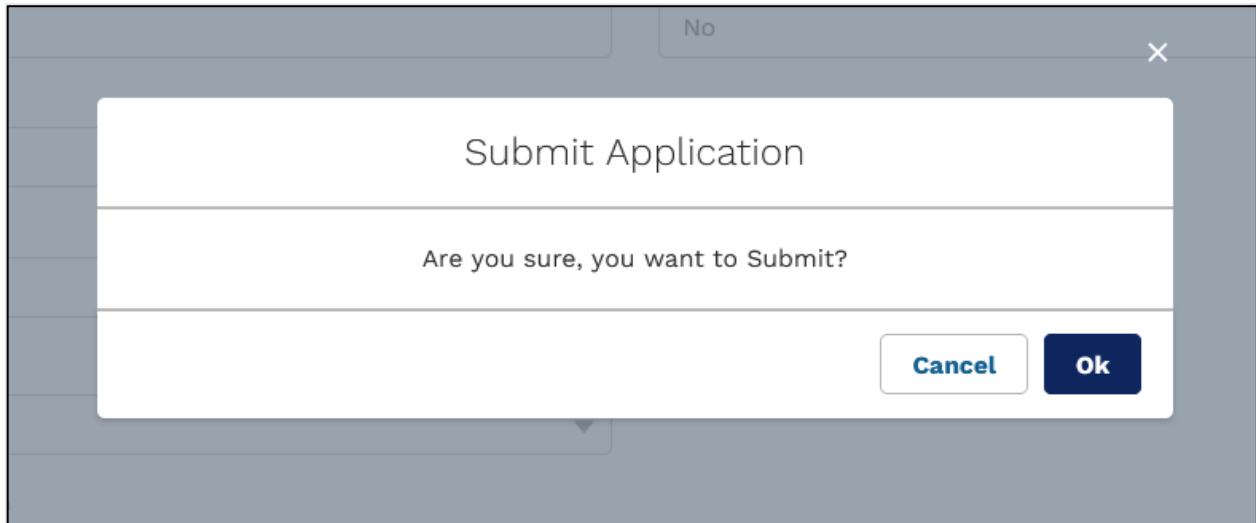


Figure 5. Confirmation screen to submit registration application.

Click on 'ok' button to submit registration form.

The system will display the below confirmation message after the registration application has been submitted.

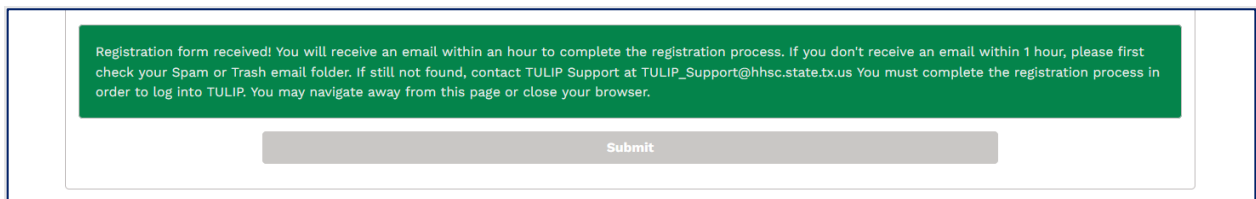


Figure 6. Confirmation message screen.

Complete Registration

Check your email inbox/spam folder for email from TULIP to complete registration.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

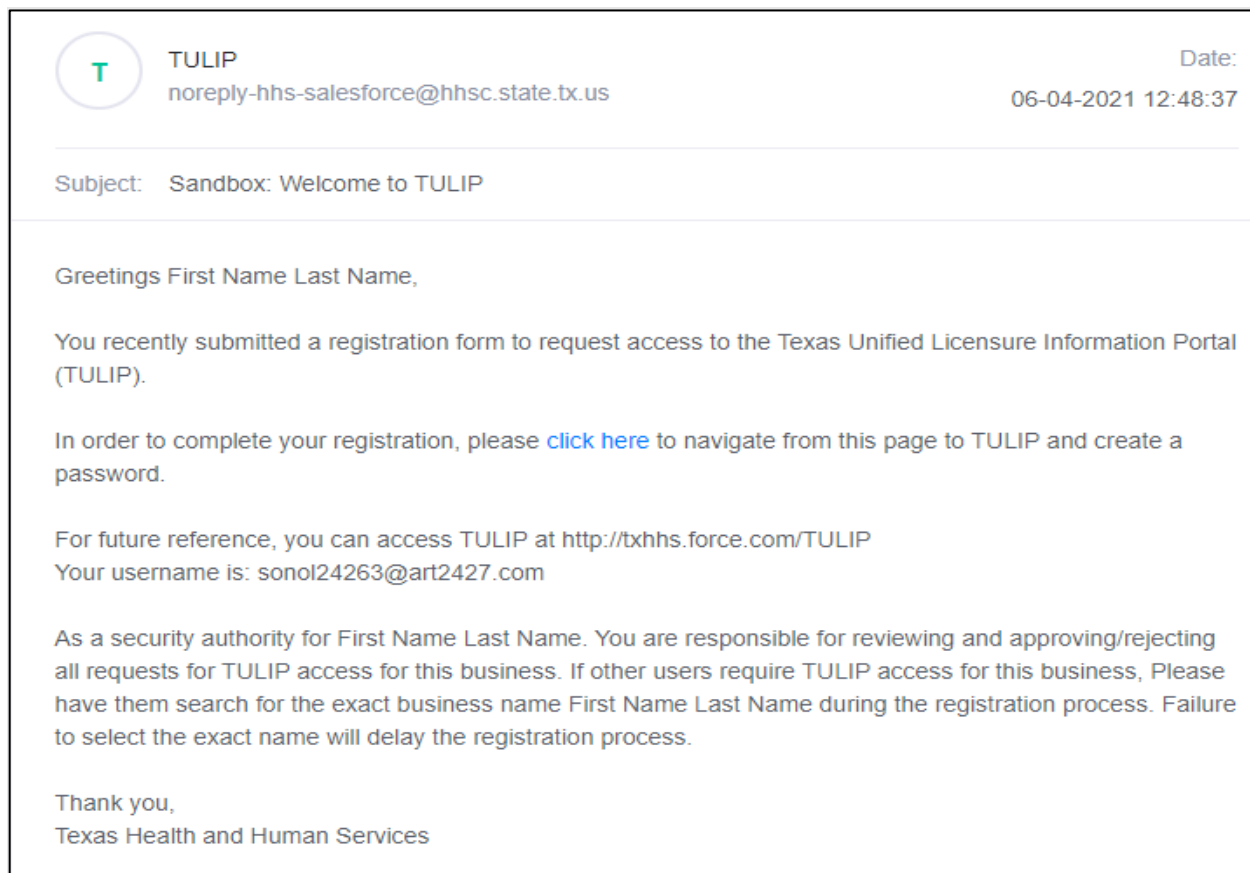



Figure 7. Email from TULIP to complete registration.

In email, click on the link 'click here'. This link will open the screen below where you will have to enter a new password and complete registration.

Change Your Password

Enter a new password for
sonol24263@art2427.com.tulip. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character 

* New Password

* Confirm New Password

Password was last changed on 4/6/2021 12:48 PM.

Figure 8. Screen to enter new password and complete registration.

Registering without registration code

This section is for applicants whose med aide school is not registered with HHSC and who will not be getting a registration code from HHSC.

The screenshot shows a registration form with the following fields and values:

- * Who will you be registering as? (Dropdown): Correctional Med Aide School
- * Do you have a registration code? (Dropdown): No
- * School Name (Text):
- * School Address Line (Text):
- School EIN (Text):
- * School City (Text):
- * School Director's First Name (Text):
- * School State (Dropdown): Please select an option
- * School Director's Last Name (Text):
- * School Postal Code (Text):
- * School Email (Text):
- * School County (Dropdown): Please select an option
- Training School Phone (Text):
- School Region (Dropdown): Please select an option
- * Admin First Name (Text):
- * Admin Email (Text): Applicant@nfa.com
- * Admin Last Name (Text):
- Admin Middle Name (Text):

A "Submit" button is located at the bottom center of the form.

Figure 9. Screen to register as med aide school without registration code.

Note: Submit button will be enabled when all required fields are entered.

Enter all the required information and click on 'Submit' button. The below screen will pop up to confirm submission.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

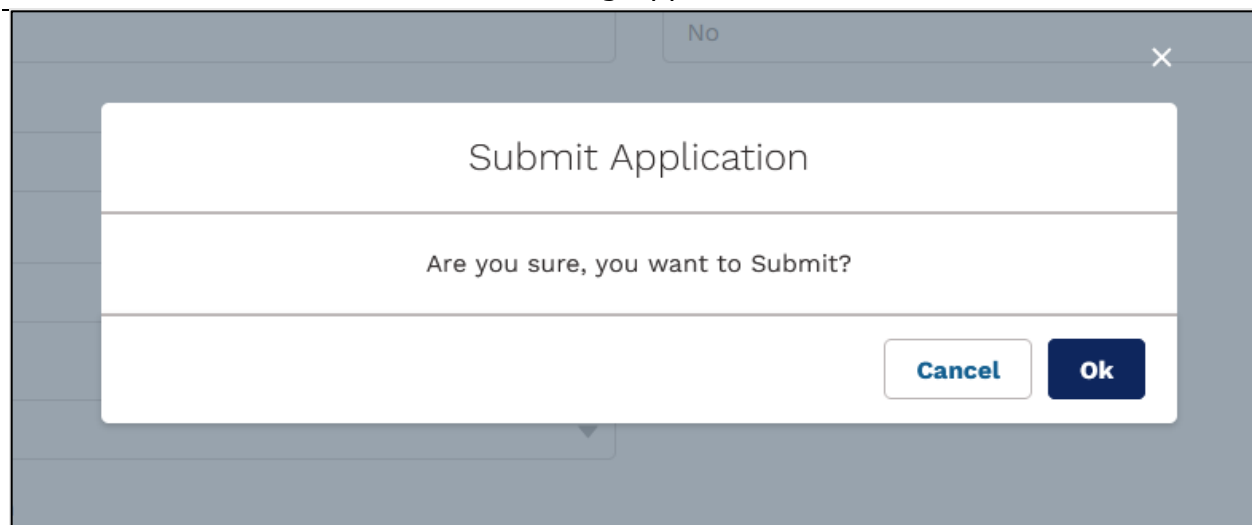


Figure 10. Confirmation screen to submit registration application.

Click on 'ok' button to submit registration form.

The system will display the below confirmation message after the registration application has been submitted.

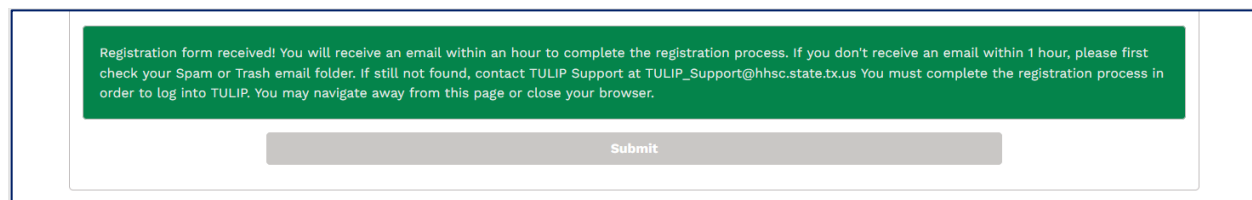


Figure 11. Confirmation message screen

Complete Registration

Check your email inbox/spam folder for email from TULIP to complete registration.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

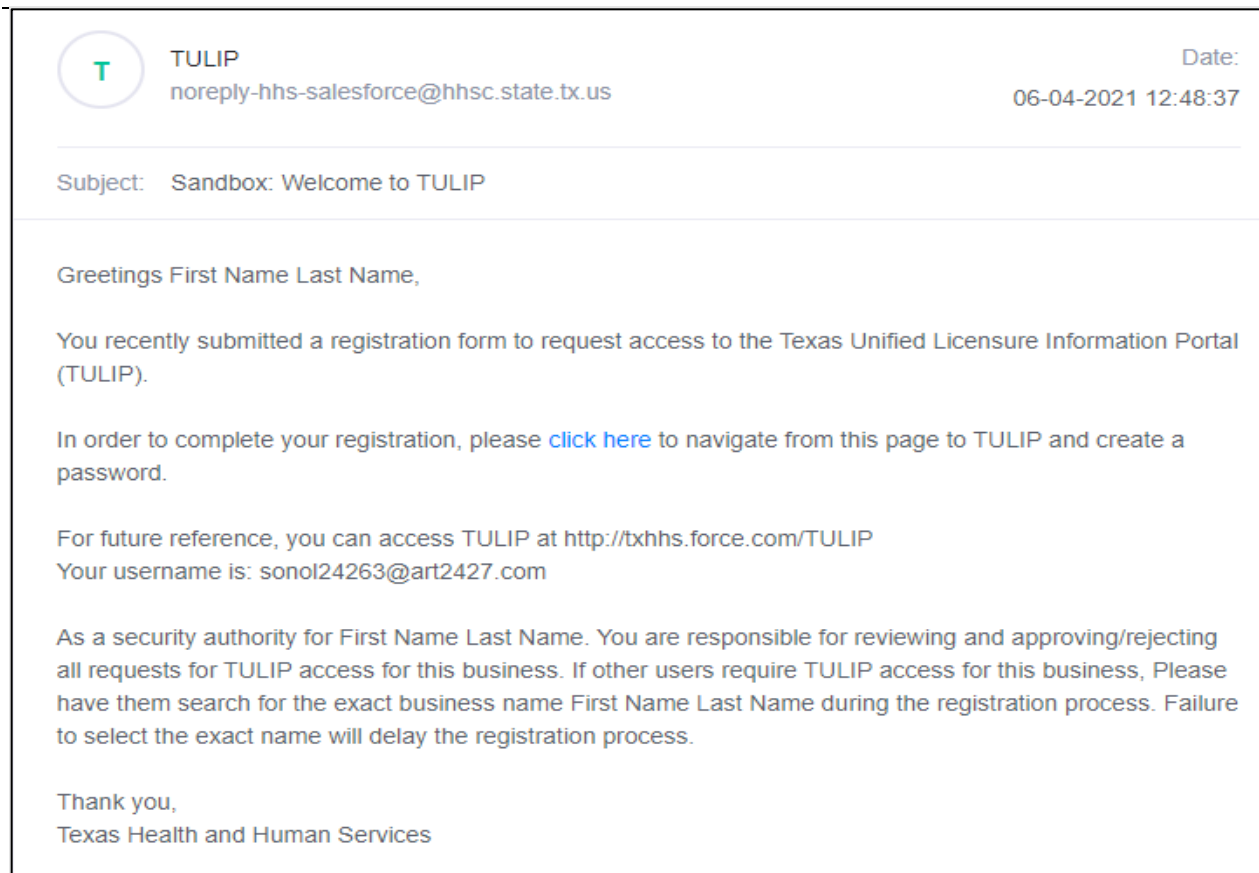


Figure 12. Email from TULIP to complete registration.

In email, click on the link 'click here'. This link will open the screen below where you will have to enter a new password and complete registration.

Change Your Password

Enter a new password for
sonol24263@art2427.com.tulip. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character i

* New Password

* Confirm New Password

Change Password

Password was last changed on 4/6/2021 12:48 PM.

Figure 13. Screen to enter new password and complete registration.

1.1.2. School Security Authority

Please see steps in section [1.1. New Registration](#) before continuing with this section.

This section is for applicants who want to register for a TULIP account as a school security authority.

Registering with registration code

This section is for applicants whose school is already registered with HHSC and who received a registration code from HHSC in mail. If you are not registered with HHSC, please go to the next section '**Registering without registration code**' to see how to register without the code.

The form contains the following fields and options:

- * Who will you be registering as?**: Dropdown menu with "School Security Authority" selected.
- * Do you have a registration code ?**: Dropdown menu with "Yes" selected.
- * Registration Code**: Text input field.
- * School Name**: Text input field.
- School EIN**: Text input field.
- * School Director's First Name**: Text input field.
- * School Director's Last Name**: Text input field.
- * School Email**: Text input field.
- * Admin First Name**: Text input field.
- * Admin Email**: Text input field with the value "o7aypi+ed8pxv3a0s8n8@sharklasers.com" pre-filled.
- * Admin Last Name**: Text input field.
- Admin Middle Name**: Text input field.

A "Submit" button is located at the bottom center of the form.

Figure 14. Screen to register as school security authority with registration code

Note: Submit button will be enabled when all required fields are entered.

Enter all the required information and click on 'Submit' button. The below screen will pop up to confirm submission.

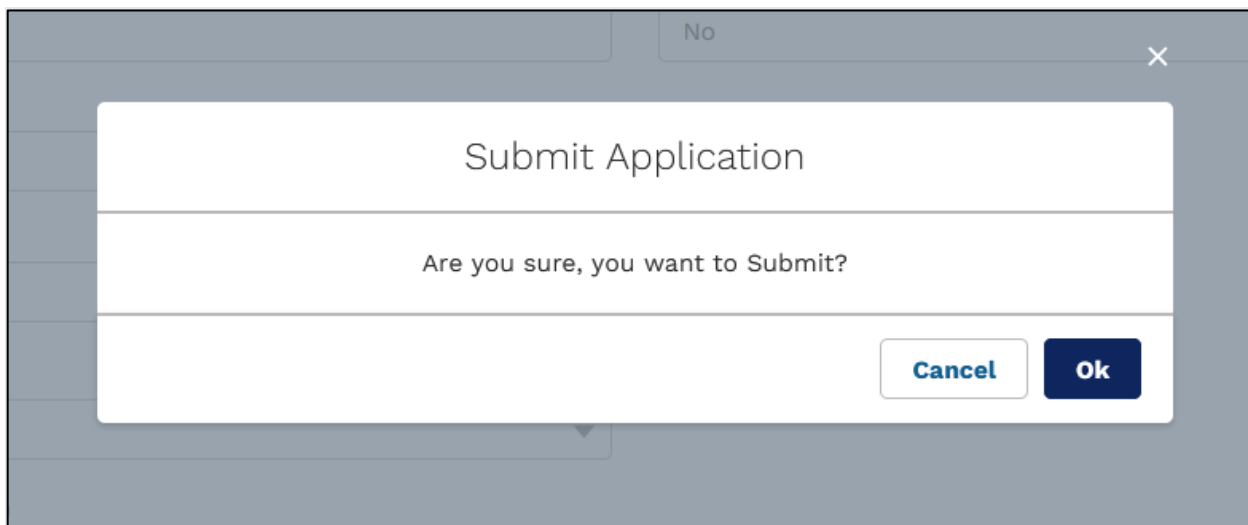


Figure 15. Confirmation screen to submit registration application.

Click on 'ok' button to submit registration form.

The system will display the below confirmation message after the registration application has been submitted.

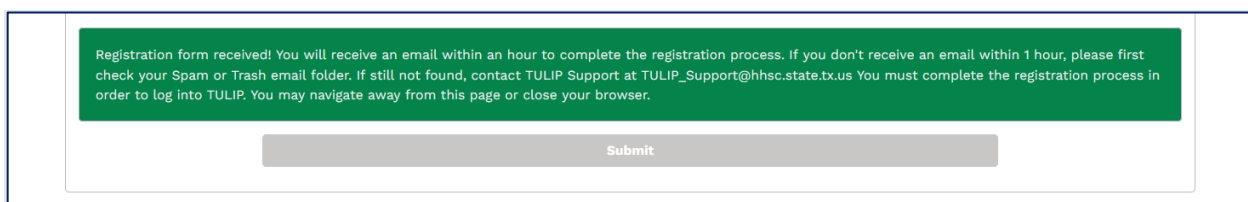


Figure 16. Confirmation message screen.

Complete Registration

Check your email inbox/spam folder for email from TULIP to complete registration

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

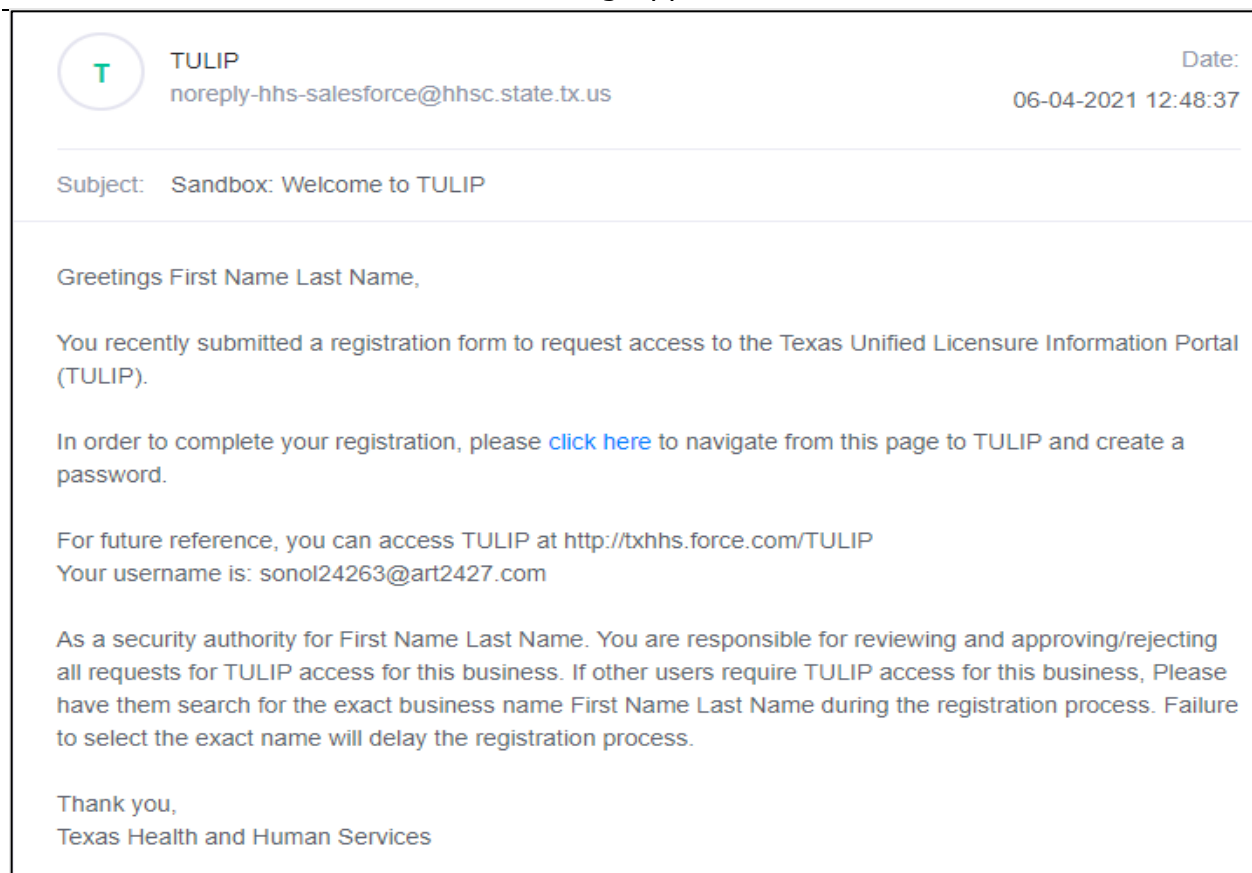


Figure 17. Email from TULIP to complete registration.

In the email, click on the link 'click here'. This link will open the screen below where you will have to enter a new password and complete registration.

Change Your Password

Enter a new password for
sonol24263@art2427.com.tulip. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character i

* New Password

* Confirm New Password

Change Password

Password was last changed on 4/6/2021 12:48 PM.

Figure 18. Screen to enter new password and complete registration.

Registering without registration code

This section is for applicants whose school is not registered with HHSC and who will not be getting a registration code from HHSC.

The form contains the following fields and options:

- * Who will you be registering as? (Dropdown menu: School Security Authority)
- * Do you have a registration code? (Dropdown menu: No)
- * School Name (Text input)
- * School Address Line (Text input)
- School EIN (Text input)
- * School City (Text input)
- * School Director's First Name (Text input)
- * School State (Dropdown menu: Please select an option)
- * School Director's Last Name (Text input)
- * School Postal Code (Text input)
- * School Email (Text input)
- * School County (Dropdown menu: Please select an option)
- Training School Phone (Text input)
- * School Region (Dropdown menu: Please select an option)
- * Admin First Name (Text input)
- * Admin Email (Text input: o7aypi+ed8pxv3a0s8n8@sharklasers.com)
- * Admin Last Name (Text input)
- Admin Middle Name (Text input)

Submit button

Figure 19. Screen to register as school security authority without registration code.

Note: Submit button will be enabled when all required fields are entered.

Enter all the required information and click on 'Submit' button. The below screen will pop up to confirm submission.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

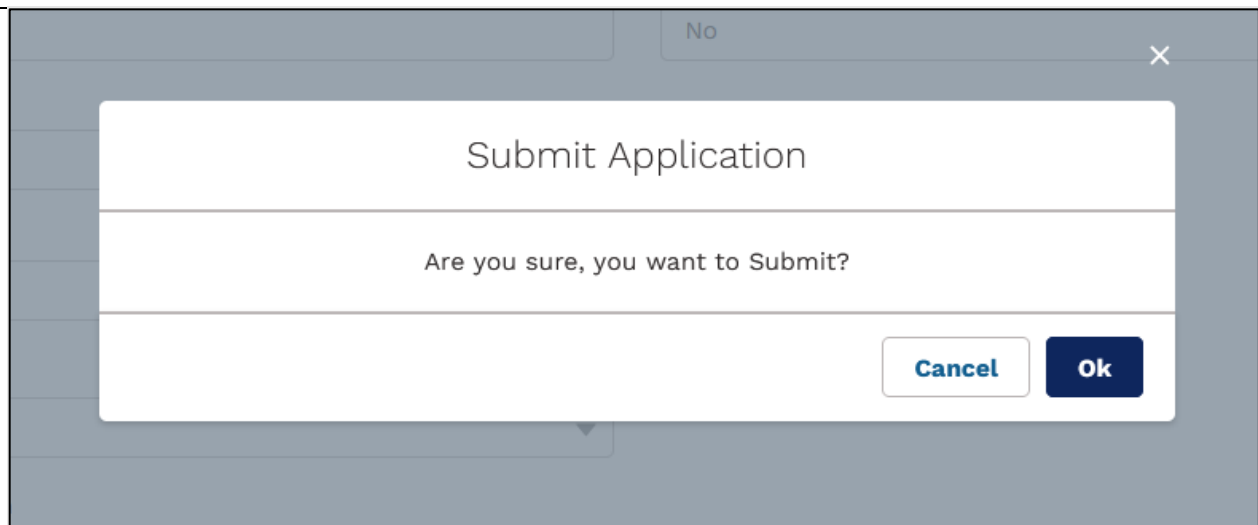


Figure 20. Confirmation screen to submit registration application.

Click on 'ok' button to submit registration form.

The system will display the below confirmation message after the registration application has been submitted.

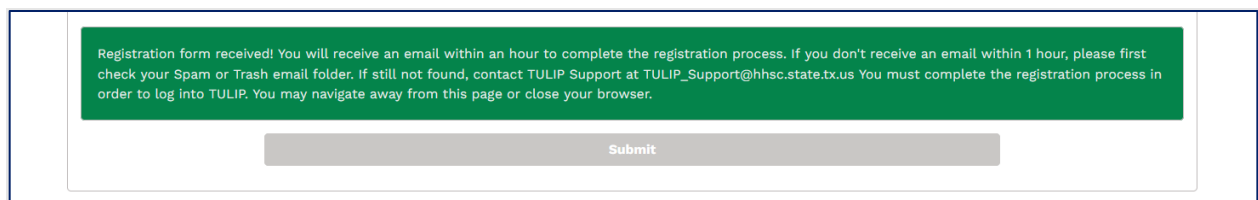


Figure 21. Confirmation message screen.

Complete Registration

Check your email inbox/spam folder for email from TULIP to complete registration

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

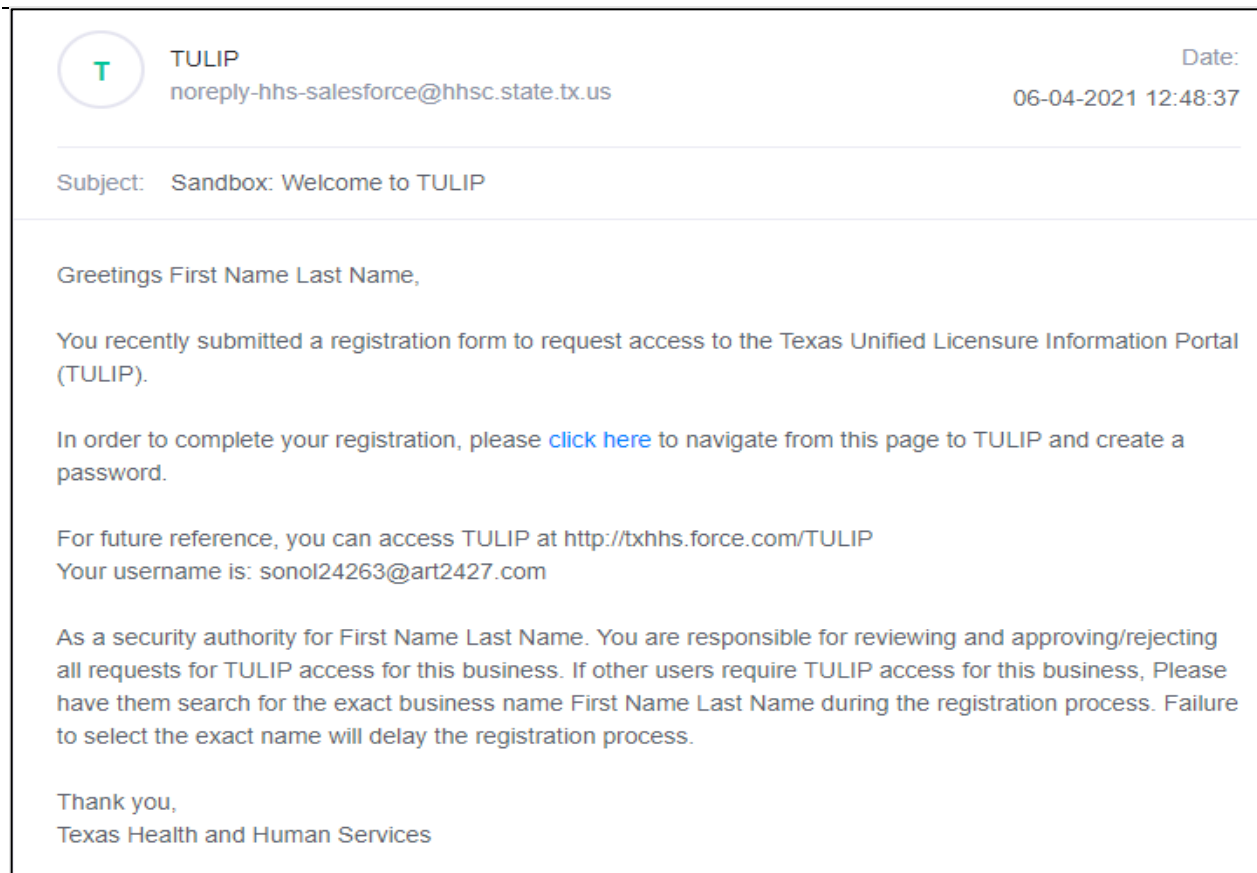


Figure 22. Email from TULIP to complete registration.

In email, click on the link 'click here'. This link will open the screen below where you will have to enter a new password and complete registration.

Change Your Password

Enter a new password for
sonol24263@art2427.com.tulip. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character i

* New Password

* Confirm New Password

Password was last changed on 4/6/2021 12:48 PM.

Figure 23. Screen to enter new password and complete registration.

1.2. Request Additional Access

This section is applicable to applicants who have already registered for one of the below mentioned roles and want to register for an additional role using 'Request Additional Access' button.

- Licensing Applicant
- Facility Security Authority
- School Security Authority
- NATCEP Security Authority
- NATCEP Program Director
- Correctional Med Aide School Admin

See below sections for how to register for additional roles.

1.2.1. Licensing Applicant

This section is for applicants who want to register as new NA/MA/NFA to submit initial applications or existing NA/MA/NFA's who are licensed with state of Texas to create/edit or submit applications related to professional licensing.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 24).

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

The screenshot shows the Texas Unified Licesure Information Portal (TULIP) interface. At the top, the title "Texas Unified Licesure Information Portal (TULIP)" is displayed on the left, and a user profile icon is on the right. Below the title is a dark navigation bar with several menu items: a home icon, "? How Do I...", "Application Form Instructions", "Provider Applications", "NA / MA / NFA" (which is highlighted), and "More" with a dropdown arrow. The main content area features a form titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". Below the title is a red asterisk and the text "* Please select your role". A dropdown menu is shown with "--None--" selected. At the bottom of the form are two blue buttons: "Submit" and "Request additional access".

Figure 24. Applicant home page.

Click on button 'Request additional access' as shown below (Figure 50).

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role

--None--

Submit **Request additional access**

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

*Who will you be registering as?

Select an Option

Submit

Figure 25. Request additional access page.

Select your role as 'Licensing Applicant'.

New Licensing Applicant

Applicants who do not hold a license with the State of Texas must Answer 'No' to the question 'Do you have a Texas NA/MA/NFA license?', then enter the following information and submit the form (see Figure 51) to complete registration.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

* Who will you be registering as?
Licensing Applicant

* Please enter your Social Security Number (SSN)
XXX-XX-XXXX

* Please enter your Email Id

* Primary Phone

Primary Phone Extension

Secondary Phone

Secondary Phone Extension

Title

* Do you have a Texas NA / MA / NFA license?
Please select an option

* First Name

Middle Name

* Last Name

Maiden Name

* Gender
Please select an option

* Date Of Birth

Submit

Figure 26. Licensing Applicant registration page.

Licensing Applicant with Texas License

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Applicants who hold a license with the State of Texas must complete the form below (see Figure 52). Answer 'Yes' to the question 'Do you have a Texas NA/MA/NFA license?'. then enter the NFA license number.

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

The screenshot shows a web form for licensing applicants. At the top, a dropdown menu is set to "Licensing Applicant". Below this are several input fields: "Title", "Primary Phone", "Primary Phone Extension", "First Name", "Secondary Phone", "Secondary Phone Extension", "Middle Name", "Last Name", "Maiden Name", "Gender" (a dropdown menu with "Please select an option"), and "Date Of Birth" (with a calendar icon). On the right side, there are three more dropdown menus: "Do you have a Texas NA / MA / NFA license?" (set to "Yes"), "Nurse Aide(NA) Certification Number", "Medication Aide(MA) Permit Number", and "Nursing Facility Administrator(NFA) License Number". A "Submit" button is located at the bottom center of the form.

Figure 27. Licensing Applicant page.

Note: NFA license numbers must be entered in format NFA#####, if your license number is 1234, please enter NFA001234. If 123456, enter NFA123456. Please add example for nurse aide and medication aide

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 28).

Note: Submit button will be enabled when all required fields have been entered.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

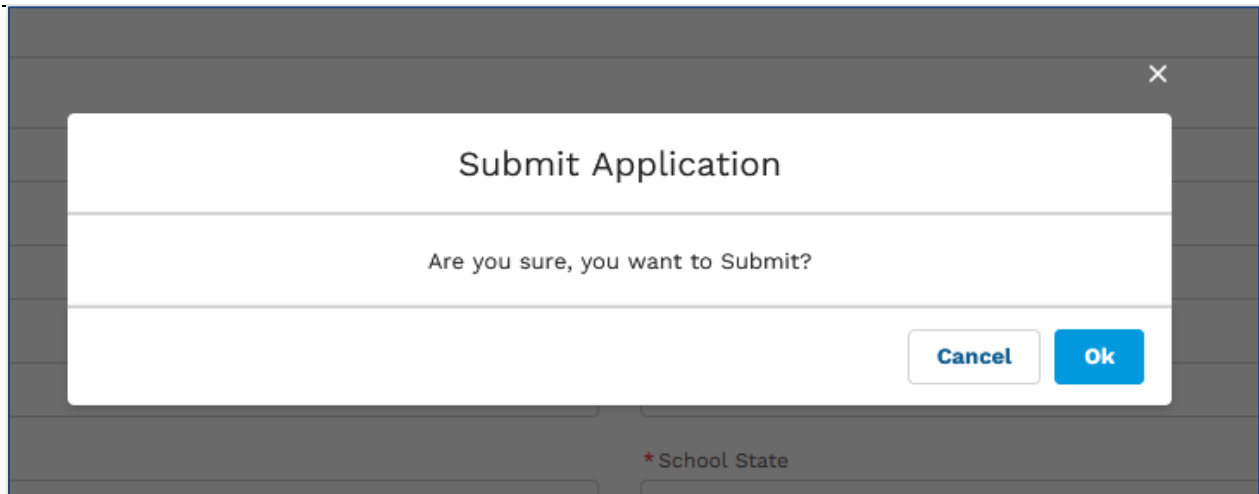


Figure 29. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 30).

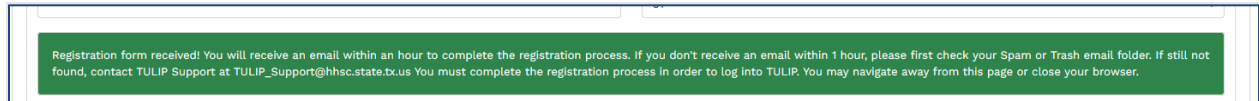


Figure 30. Confirmation message.

You have successfully registered as licensing applicant to submit occupational licensing applications.

1.2.2. School Security Authority

This section is for applicants who want to register for 'School security Authority' as an additional role.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 31).

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

The screenshot shows the Texas Unified Licesure Information Portal (TULIP) interface. At the top, the title "Texas Unified Licesure Information Portal (TULIP)" is displayed on the left, and a user profile icon is on the right. Below the title is a dark navigation bar with several menu items: a home icon, "? How Do I...", "Application Form Instructions", "Provider Applications", "NA / MA / NFA" (which is highlighted), and "More" with a dropdown arrow. The main content area features a form titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". Below the title is a red asterisk and the text "* Please select your role". A dropdown menu is shown with "--None--" selected. At the bottom of the form are two blue buttons: "Submit" and "Request additional access".

Figure 31. Applicant home page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Click on button 'Request additional access' as shown below (Figure 56).

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role

--None--

Submit **Request additional access**

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

*Who will you be registering as?

Select an Option

Submit

Figure 32. Request additional access page.

Select your role as 'School Security Authority'.

Please select 'Yes' for question 'Do you have a registration code?' if your Medication Aide school is approved and has a registration code.

Please select 'No' for question 'Do you have a registration code?' if you want to apply for a new Med Aide school.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Who will you be registering as?
School Security Authority

* Do you have a registration code ?
Yes

* Registration Code

* School Name

School EIN

* School Director's First Name

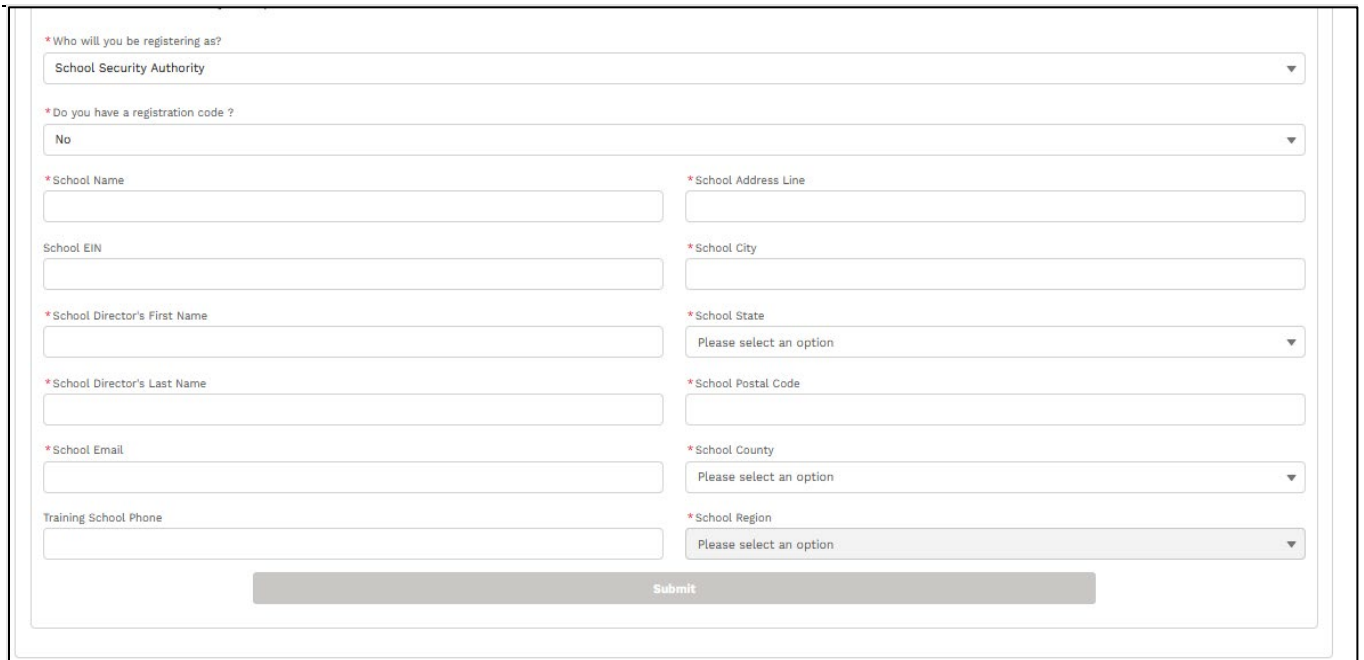
* School Director's Last Name

* School Email

Submit

Figure 33. Request additional access page with a registration code.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



The form contains the following fields and options:

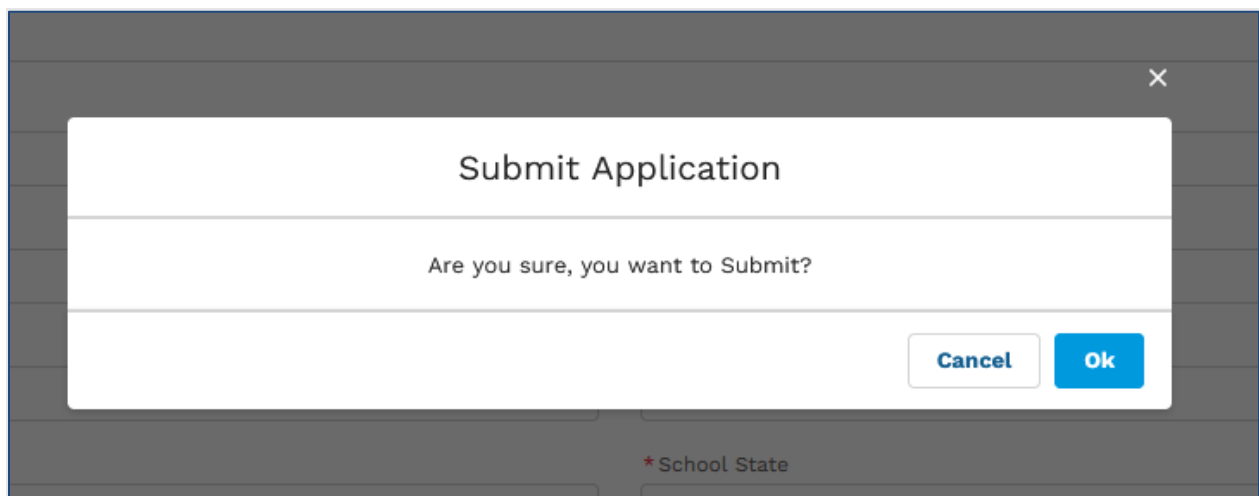
- *Who will you be registering as? (Dropdown menu: School Security Authority)
- *Do you have a registration code? (Dropdown menu: No)
- *School Name (Text input)
- *School Address Line (Text input)
- School EIN (Text input)
- *School City (Text input)
- *School Director's First Name (Text input)
- *School State (Dropdown menu: Please select an option)
- *School Director's Last Name (Text input)
- *School Postal Code (Text input)
- *School Email (Text input)
- *School County (Dropdown menu: Please select an option)
- Training School Phone (Text input)
- *School Region (Dropdown menu: Please select an option)

Submit button

Figure 34. Request additional access page without a registration code.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 35).

Note: Submit button will be enabled when all required fields have been entered.



Submit Application

Are you sure, you want to Submit?

Cancel Ok

* School State

Figure 35. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 36).

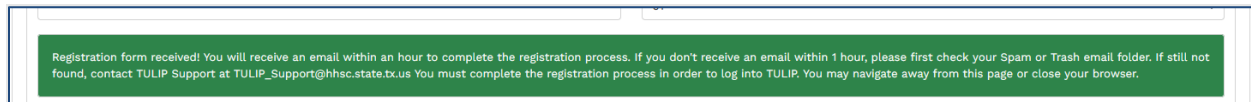


Figure 36. Confirmation message.

You have successfully registered as 'School Security Authority'.

1.2.3. Facility Security Authority

This section is for applicants who want to register for 'Facility security Authority' as an additional role.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 37).

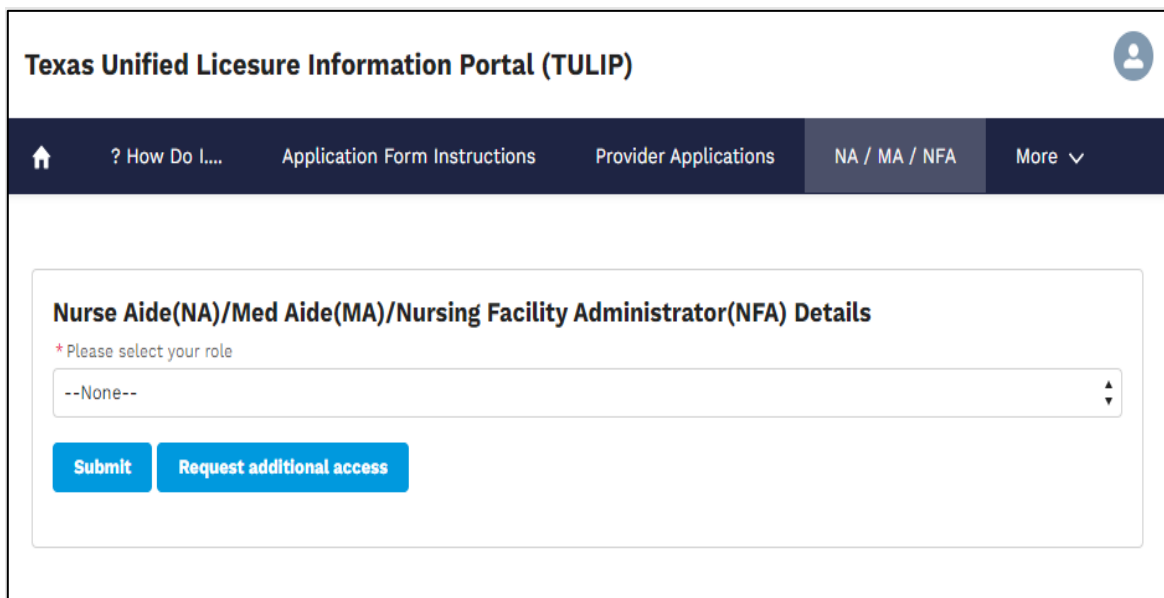


Figure 37. Applicant home page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Click on button 'Request additional access' as shown below (Figure 38).

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role

--None--

Submit **Request additional access**

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

*Who will you be registering as?

Select an Option

Submit

Figure 38. Request additional access page.

Select your role as 'Facility Security Authority' and search for your facility.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

* Who will you be registering as?
Facility Security Authority

Name of Facility
search... Q

* Facility Id

* Admin First Name

* Admin Last Name

Admin Middle Name

* Admin Date of Birth

* Admin Email
narmarnfa+053020231@protonmail.com

Admin Phone Number

Submit

Figure 39. Facility Security Authority Request additional access page.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 40).

Note: Submit button will be enabled when all required fields have been entered.

Submit Application

Are you sure, you want to Submit?

Cancel Ok

* School State

Figure 40. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 41).

Registration form received! You will receive an email within an hour to complete the registration process. If you don't receive an email within 1 hour, please first check your Spam or Trash email folder. If still not found, contact TULIP Support at TULIP_Support@hhsc.state.tx.us You must complete the registration process in order to log into TULIP. You may navigate away from this page or close your browser.

Figure 41. Confirmation message.

You have successfully registered as 'Facility Security Authority'.

1.2.4. NATCEP Security Authority

This section is for applicants who want to register for 'NATCEP security Authority' as an additional role.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 42).

The screenshot displays the Texas Unified Licensure Information Portal (TULIP) interface. At the top, the header reads "Texas Unified Licensure Information Portal (TULIP)" with a user profile icon on the right. A dark navigation bar contains several menu items: a home icon, "? How Do I...", "Application Form Instructions", "Provider Applications", "NA / MA / NFA" (which is highlighted), and "More ▾". Below the navigation bar, the main content area is titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". Under this title, there is a red asterisk followed by the text "* Please select your role". Below this is a dropdown menu currently showing "--None--". At the bottom of this section are two blue buttons: "Submit" and "Request additional access".

Figure 42. Applicant home page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Click on button 'Request additional access' as shown below (Figure 43).

The screenshot shows the 'Texas Unified Licensure Information Portal (TULIP)' interface. At the top right, there is a user profile icon labeled 'Test Applicant'. Below the header, a navigation bar contains a home icon and the text 'NA/MA/NFA'. The main content area is titled 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details'. It features a dropdown menu with the text '--None--' and a red asterisk indicating a required selection. Below the dropdown are two buttons: 'Submit' and 'Request additional access'. A section titled 'Register' follows, containing several paragraphs of definitions for various roles: Licensing Applicant, School Security Authority, Facility Security Authority, NATCEP Security Authority, NATCEP Program Director, Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA). At the bottom of this section is another dropdown menu labeled '* Who will you be registering as?' with the text 'Select an Option' and a red asterisk. A 'Submit' button is located at the bottom center of the form area.

Figure 43. Request additional access page.

Select your role as 'NATCEP Security Authority'.

Please select 'Yes' for question 'Do you have a registration code?' if your NATCEP program is approved and you have a registration code.

Please select 'No' for question 'Do you have a registration code?' if you want to apply for a new NATCEP program.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

This screenshot shows a web form for licensing applicants. The form includes the following fields and values:

- Who will you be registering as?**: NATCEP Security Authority (dropdown menu)
- Do you have a registration code?**: Yes (dropdown menu)
- Registration Code**: (empty text field)
- Nurse Aide Training Program Name**: (empty text field)
- Administrative Authority Title**: (empty text field)
- Administrative Authority First name**: (empty text field)
- Administrative Authority Middle name**: (empty text field)
- Administrative Authority Last name**: (empty text field)
- Administrative Authority Primary email address**: narmarnfa+053020231@protonmail.com (text field)
- Submit**: (grey button)

Figure 44. Request additional access page with registration code.

This screenshot shows a web form for licensing applicants, similar to Figure 44 but without a registration code. The form includes the following fields and values:

- Who will you be registering as?**: NATCEP Security Authority (dropdown menu)
- Do you have a registration code?**: No (dropdown menu)
- TRAINING PROGRAM ADDRESS**: (header for address fields)
- Street**: (empty text field)
- City**: (empty text field)
- Province/State**: (empty text field)
- PostalCode**: (empty text field)
- Country**: US (text field)
- County**: Please select an option (dropdown menu)
- Region**: Please select an option (dropdown menu)
- Nurse Aide Training Program Phone Number**: (empty text field)
- Phone Extension**: (empty text field)
- Nurse Aide Training Program Email**: (empty text field)
- Nurse Aide Training Program Name**: (empty text field)
- Submit**: (grey button)

Figure 45. Request additional access page without registration code.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 46).

Note: Submit button will be enabled when all required fields have been entered.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

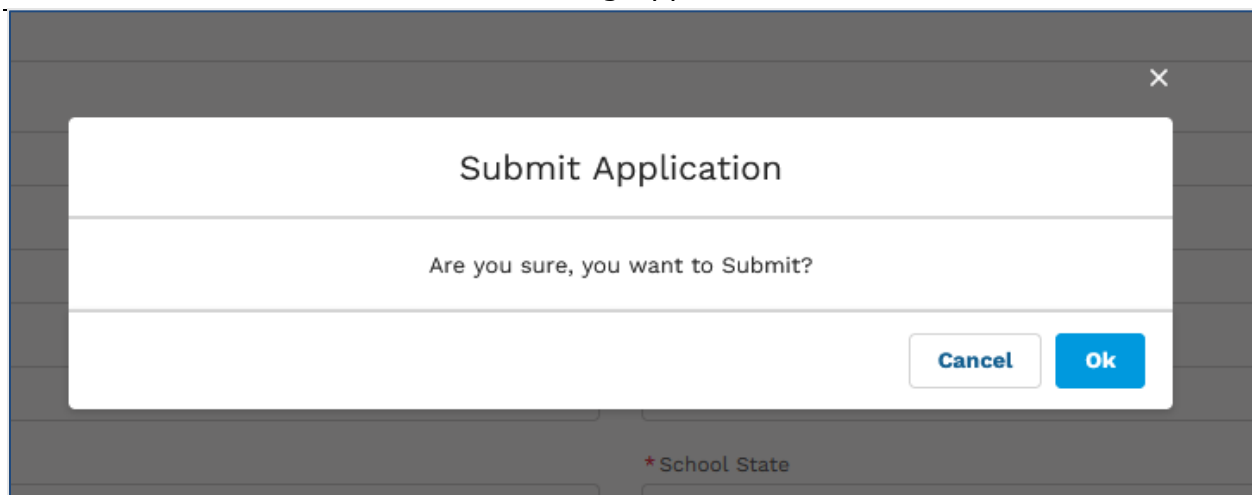


Figure 46. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 47).

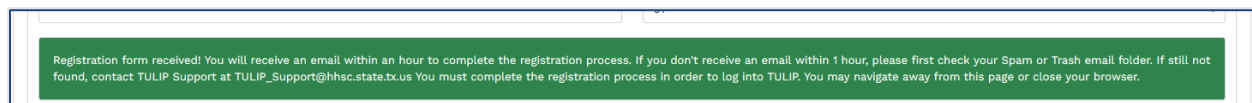


Figure 47. Confirmation message.

You have successfully registered as 'NATCEP Security Authority'.

1.2.5. NATCEP Program Director

This section is for applicants who want to register for 'NATCEP Program Director' as an additional role.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 48).

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top, the title "Texas Unified Licensure Information Portal (TULIP)" is displayed on the left, and a user profile icon is on the right. Below the title is a dark navigation bar with several menu items: a home icon, "? How Do I...", "Application Form Instructions", "Provider Applications", "NA / MA / NFA" (which is highlighted), and "More" with a dropdown arrow. The main content area features a form titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". Below the title is a red asterisk and the text "* Please select your role". A dropdown menu is shown with "--None--" selected. At the bottom of the form are two blue buttons: "Submit" and "Request additional access".

Figure 48. Applicant home page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Click on button 'Request additional access' as shown below (Figure 49).

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role

--None--

[Submit](#) [Request additional access](#)

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

*Who will you be registering as?

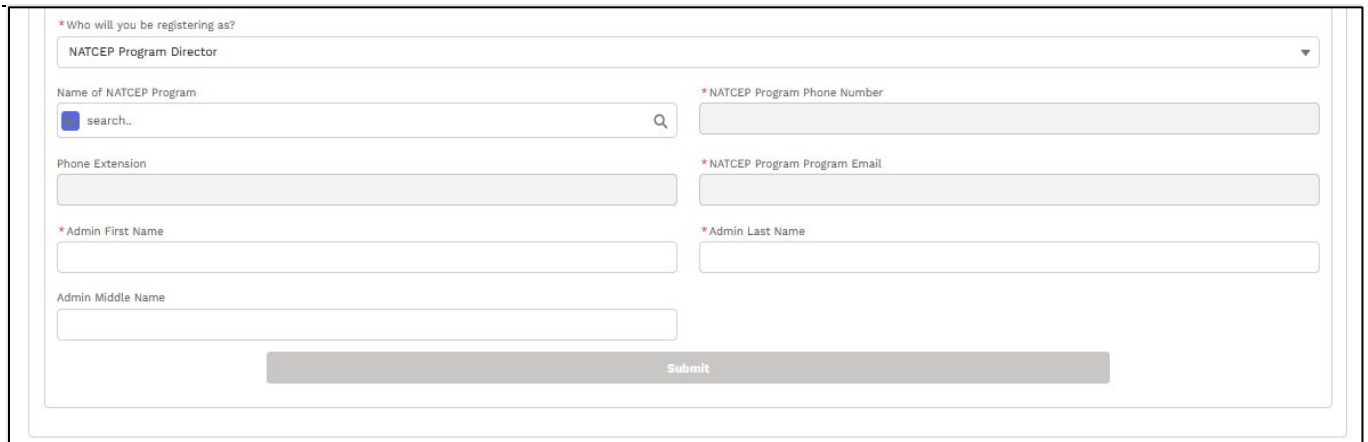
Select an Option

[Submit](#)

Figure 49. Request additional access page.

Select your role as 'NATCEP Program Director'.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



*Who will you be registering as?
NATCEP Program Director

Name of NATCEP Program
search..

Phone Extension

*NATCEP Program Phone Number

*NATCEP Program Program Email

*Admin First Name

*Admin Last Name

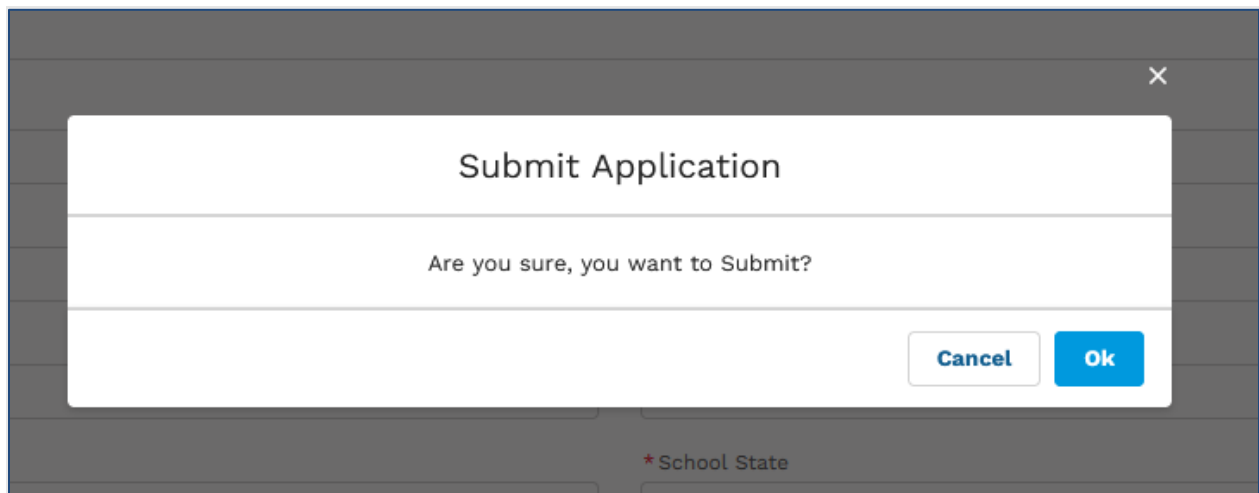
Admin Middle Name

Submit

Figure 50. NATCEP Program Director Request additional access page.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 51).

Note: Submit button will be enabled when all required fields have been entered.



Submit Application

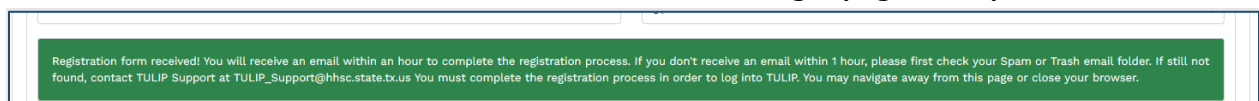
Are you sure, you want to Submit?

Cancel Ok

*School State

Figure 51. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 52).



Registration form received! You will receive an email within an hour to complete the registration process. If you don't receive an email within 1 hour, please first check your Spam or Trash email folder. If still not found, contact TULIP Support at TULIP_Support@hhsc.state.tx.us You must complete the registration process in order to log into TULIP. You may navigate away from this page or close your browser.

Figure 52. Confirmation message.

You have successfully registered as 'NATCEP Program Director'.

1.2.6. Correctional Med Aide School

This section is for applicants who want to register for 'Correctional Med Aide School' as an additional role.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 53).

The screenshot shows the TULIP portal interface. At the top, the title 'Texas Unified Licensure Information Portal (TULIP)' is displayed next to a user profile icon. Below this is a dark navigation bar with several menu items: a home icon, '? How Do I...', 'Application Form Instructions', 'Provider Applications', 'NA / MA / NFA' (which is highlighted), and 'More' with a dropdown arrow. The main content area features a white box with the heading 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details'. Underneath the heading is a red asterisk followed by the text '* Please select your role'. Below this is a dropdown menu currently showing '--None--'. At the bottom of the white box are two blue buttons: 'Submit' and 'Request additional access'.

Figure 53. Applicant home page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Click on button 'Request additional access' as shown below (Figure 54).

Texas Unified Licensure Information Portal (TULIP) Test Applicant

NA/MA/NFA

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role

--None--

Submit **Request additional access**

Register

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

School Security Authority: Designated individual with the educational institutions providing medication aide training programs who can submit applications for Medication Aide Training Program Approval and any program change application, as required. This individual will also be performing Verification of Student Eligibility for Medication Aide Permit Applications in the system, verifying completion of the 140 hour program and the 7 hour update.

Facility Security Authority: Designated individual who will have an administrative account for Nursing facility in this system who can submit nurse aide renewal applications/employment verifications for their employees who are Certified Nurse Aides in the Nurse Aide Registry.

NATCEP Security Authority: The individual who will have administrative authority for the NATCEP program. This may be an administrator of the facility or school or the designated program director. This individual will be submitting the NATCEP program approval, renewal, and any program change application, as required. All correspondence from HHSC will be directed to this individual.

NATCEP Program Director: The individual who directly performs training or have general supervision of the program instructor and supplemental trainers of the NATCEP program. Program Director will be the only individual with access to confirm training completed by of the students of the NATCEP program.

Nurse Aide (NA): Certified Nurse Aide (CNA) is a person who is certified to provide services in nursing facilities and skilled nursing facilities licensed by Health and Human Services (HHS).

Medication Aide (MA): Medication Aide (MA) is a person who is permitted to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions (ICF/IID), correctional institutions, and assisted living (personal care) facilities.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Who will you be registering as?

Select an Option

Submit

Figure 54. Request additional access page.

Select your role as 'Correctional Med Aide School'.

Please select 'Yes' for question 'Do you have a registration code?' if your Correctional Med Aide school is approved and you have a registration code.

Please select 'No' for question 'Do you have a registration code?' if you want to apply for a new correctional Med Aide School.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

* Who will you be registering as?
Correctional Med Aide School

* Do you have a registration code ?
Yes

* Registration Code
[Text Input]

* School Name
[Text Input]

School EIN
[Text Input]

* School Director's First Name
[Text Input]

* School Director's Last Name
[Text Input]

* School Email
[Text Input]

Submit

Figure 55. Request additional access page with registration code.

* Who will you be registering as?
Correctional Med Aide School

* Do you have a registration code ?
No

* School Name
[Text Input]

* School Address Line
[Text Input]

School EIN
[Text Input]

* School City
[Text Input]

* School Director's First Name
[Text Input]

* School State
Please select an option

* School Director's Last Name
[Text Input]

* School Postal Code
[Text Input]

* School Email
[Text Input]

* School County
Please select an option

Training School Phone
[Text Input]

* School Region
Please select an option

Submit

Figure 56. Request additional access page without registration code.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 57).

Note: Submit button will be enabled when all required fields have been entered.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

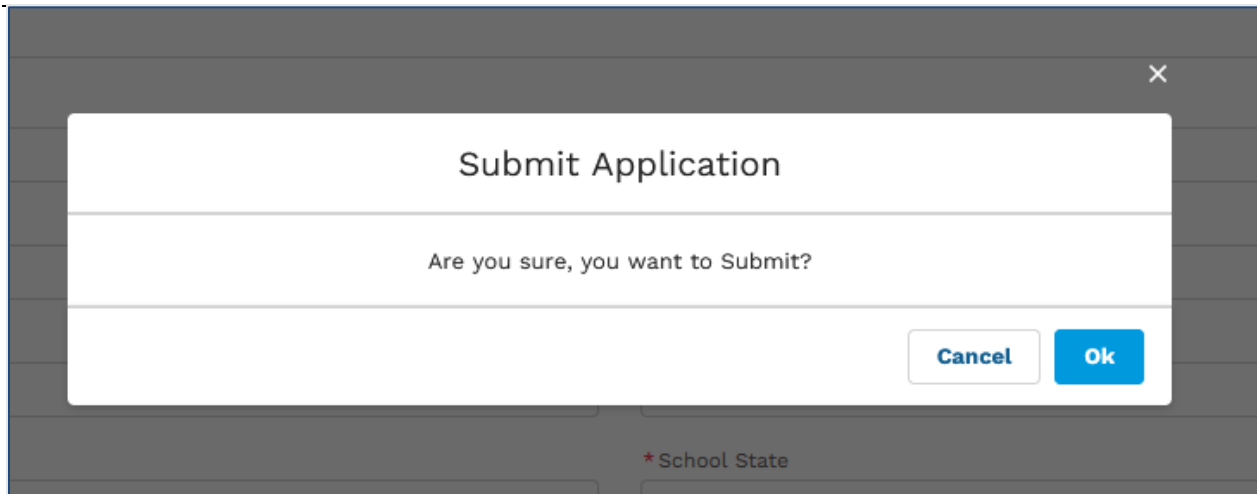


Figure 57. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 58).

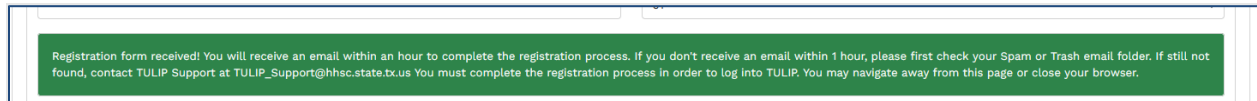


Figure 58. Confirmation message.

You have successfully registered as 'Correctional Med Aide School'.

1.3. Existing TULIP LTC providers - request licensing applicant access

This section is applicable to applicants who have existing TULIP Long Term Care (LTC) account to submit agency or facility applications and want to create additional account for their occupational licensing applications using 'request additional access' button on their TULIP provider/LTC account.

Note: You can NOT use the email you used to register for TULIP provider account and must provide different email ID.

Log into TULIP (see section [1.4 Logging in to TULIP](#) on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 59).

The screenshot displays the Texas Unified Licensure Information Portal (TULIP) interface. At the top, the title 'Texas Unified Licensure Information Portal (TULIP)' is visible next to a user profile icon. Below this is a dark navigation bar with several menu items: a home icon, '? How Do I...', 'Application Form Instructions', 'Provider Applications', 'NA / MA / NFA' (which is highlighted), and 'More' with a dropdown arrow. The main content area features a form titled 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details'. A red asterisk indicates a required field: '* Please select your role'. Below this is a dropdown menu currently showing '--None--'. At the bottom of the form are two blue buttons: 'Submit' and 'Request additional access'.

Figure 59. Applicant home page.

Click on button 'Request additional access' as shown below (Figure 60).

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top, there is a navigation bar with a home icon, a help link '? How Do I...', and menu items for 'Application Form Instructions', 'Provider Applications', 'NA / MA / NFA', and 'More'. The main content area is titled 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details'. It features a dropdown menu for role selection with '--None--' selected. Below this are two buttons: 'Submit' and 'Request additional access'. A 'Register' section follows, containing definitions for 'Licensing Applicant' and 'Nursing Facility Administrator (NFA)'. At the bottom of the register section is another dropdown menu for 'Who will you be registering as?' with 'Select an Option' chosen, and a 'Submit' button.

Figure 60. Request additional access page.

Select your role as 'Licensing Applicant'.

New Licensing Applicant

Applicants who do not hold a license with the State of Texas must Answer 'No' to the question 'Do you have a Texas NA/MA/NFA license?', then enter the following information and submit the form (see Figure 85) to complete registration.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

[?](#) How Do I... [Application Form Instructions](#) [Provider Applications](#) **NA / MA / NFA** [More](#) ▾

* Who will you be registering as?
Licensing Applicant ▾

* Please enter your Social Security Number (SSN)
XXX-XX-XXXX

* Primary Phone

Primary Phone Extension

* Please enter your Email Id

Secondary Phone

Secondary Phone Extension

Title

* Do you have a Texas NA / MA / NFA license?
Please select an option ▾

* First Name

Middle Name

* Last Name

Maiden Name

* Gender
Please select an option ▾


* Date Of Birth
 

Figure 61. Licensing Applicant registration page.

Licensing Applicant with Texas License

Applicants who hold a license with the State of Texas must complete the form below (see Figure 86). Answer 'Yes' to the question 'Do you have a Texas NA/MA/NFA license?'. then enter the NFA license number.

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

The screenshot shows a registration form for a Licensing Applicant. At the top, there is a dropdown menu labeled '* Who will you be registering as?' with 'Licensing Applicant' selected. Below this are several input fields: 'Title', '* First Name', 'Middle Name', '* Last Name', 'Maiden Name', '* Gender' (with a dropdown menu showing 'Please select an option'), and '* Date Of Birth' (with a calendar icon). To the right of these fields are: '* Primary Phone', 'Primary Phone Extension', 'Secondary Phone', 'Secondary Phone Extension', '* Do you have a Texas NA / MA / NFA license?' (with a dropdown menu showing 'Yes'), 'Nurse Aide(NA) Certification Number', 'Medication Aide(MA) Permit Number', and 'Nursing Facility Administrator(NFA) License Number'. A 'Submit' button is located at the bottom center of the form.

Figure 62. Licensing Applicant page.

Note: NFA license numbers must be entered in format NFA#####, if your license number is 1234, please enter NFA001234. If 123456, enter NFA123456. Please add examples for nurse aide and medication aide.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 63).

Note: *Submit button will be enabled when all required fields have been entered.*

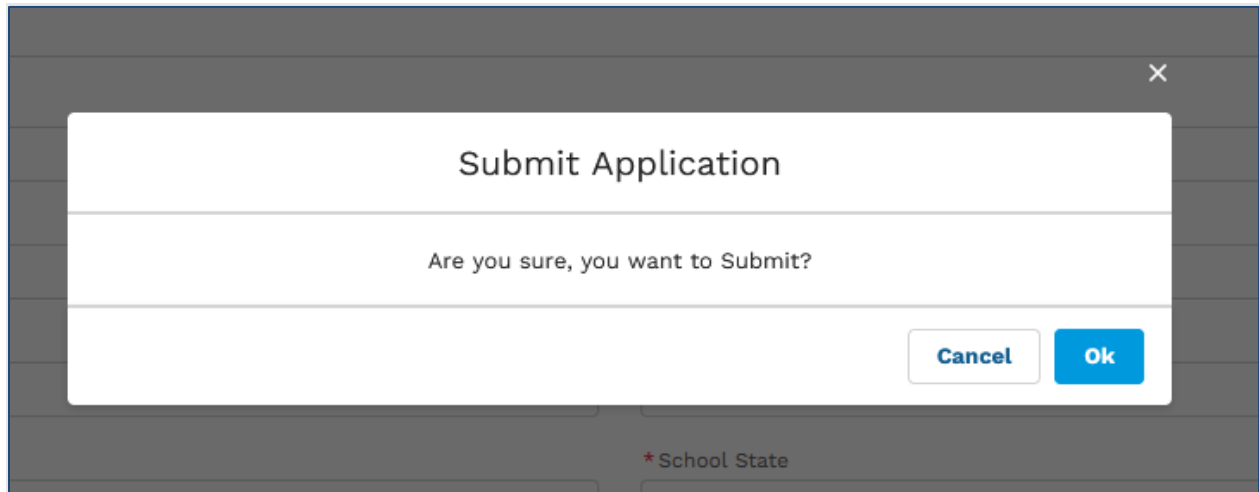


Figure 63. Submit registration confirmation page.

Click on 'Ok' button to see below confirmation message (Figure 64).

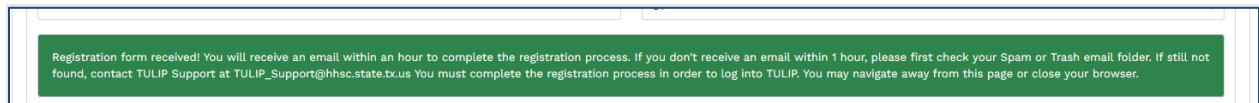


Figure 64. Confirmation message.

Complete Registration

Check your email inbox or spam folder for an email from TULIP to complete the registration.

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

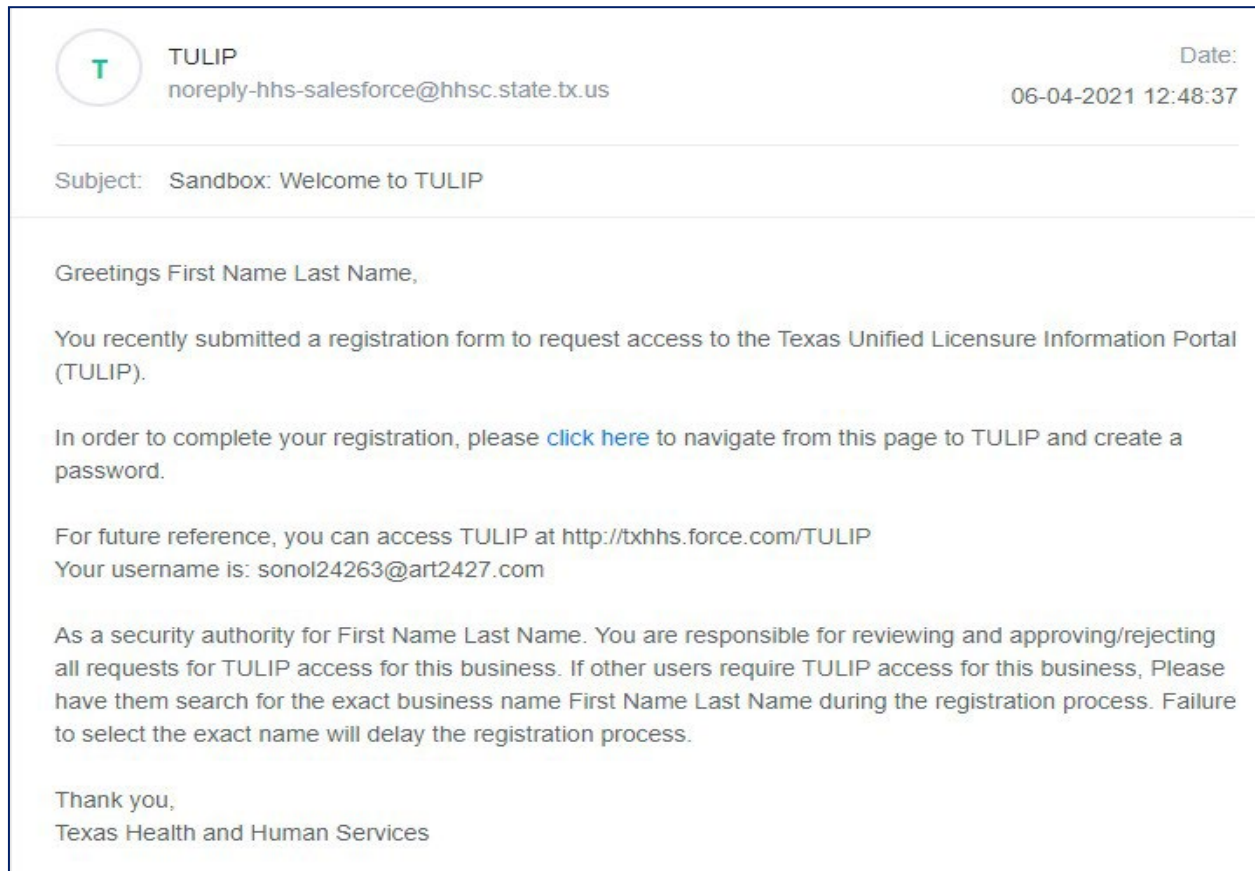
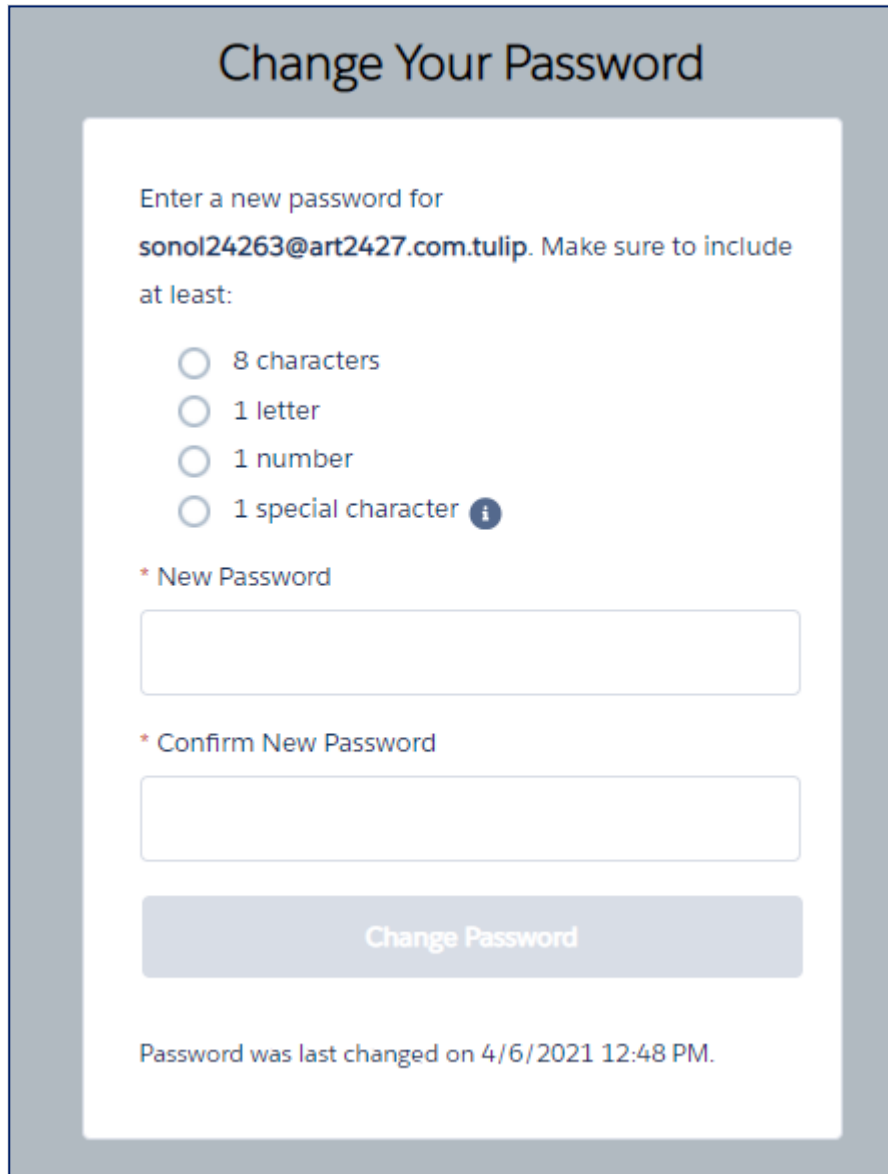



Figure 65. Email from TULIP to complete registration.

In the email, click on the 'Click here' link. This link will open the following page where you must enter a new password to complete registration (see Figure 90).



Change Your Password

Enter a new password for
sonol24263@art2427.com.tulip. Make sure to include
at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character 

* New Password

* Confirm New Password

Change Password

Password was last changed on 4/6/2021 12:48 PM.

Figure 66. Page to enter a new password and complete registration.

You have successfully registered as licensing applicant to submit occupational licensing applications.

1.4. Logging in to TULIP

After registration is complete, Go to <https://txhhs.force.com/TULIP/s/login/>. Log in to TULIP by entering both the email address and password that you registered with followed by clicking the 'Log in' button.

1.4.1. TULIP Homepage

The image below is an example of the TULIP homepage after successful access to TULIP (see Figure 67). This page is used to submit or view licensing applications. To return to this page from anywhere in the portal, simply select the Home icon on the leftmost side of the page banner.

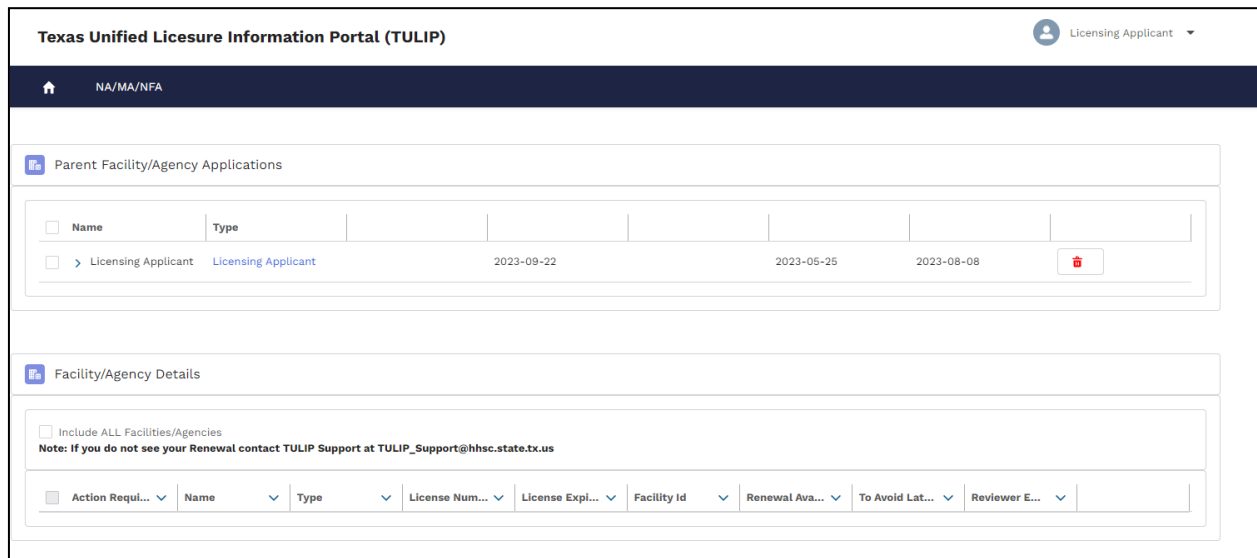


Figure 67. TULIP Homepage.

Click on the tab 'NA/MA/NFA' to access NA/MA/NFA applications.

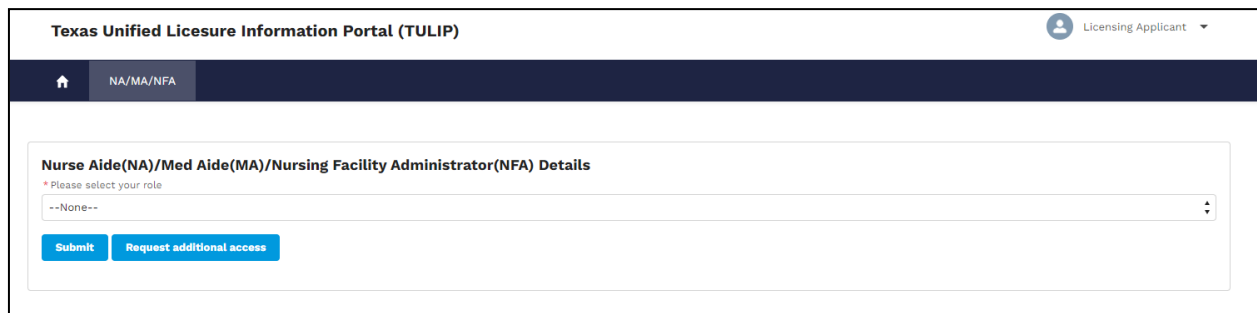


Figure 68. NA/MA/NFA tab (highlighted)

1.5. Resetting your password

If you have forgotten your password, click "Forgot your password?" from the log in page. It is located below the 'Log in' button to the left (see [Figure 1](#)).

You will be prompted to enter your username. The username entered should be the email address used when registering. The following page will be displayed (see Figure 69).

PASSWORD RESET

Please enter the email address that you used when creating your account. An email will be sent to that address with further instructions on how to reset your password.

Send Password Reset Email

[Cancel](#)

Figure 69. TULIP password reset page.

Click the 'Send Password Reset Email' button to reset your password.

2. Public Search

This section is for users who want to verify the license of a Nursing Facility Administrator (NFA). What about nurse aide and medication aide search? It is not required to register nor log in to search for the license of an individual.

Go to <https://txhhs.force.com/TULIP/s/login/>. The following page will display. (see [Figure 1](#)).

Nursing Facility Administrator

Verify License

[Click here](#) to verify the license of a Nursing Facility Administrator (NFA). It is not required to register or login to search the license of an individual.

HHSC is implementing a new credentialing system for nursing facility administrators in TULIP.

HHSC requests all applicants having issues with the application process in TULIP, review the NFA user guide. If that doesn't answer your question, email the NFA licensing program using the email address listed below to request help from HHSC staff to navigate through the system.

For any further questions regarding Nursing Facility Administrator applications, please contact:
The NFA Program can be contacted at 512-438-2015, NFA_Licensing_Program@hhs.texas.gov

Figure 70. TULIP login page with public search.

Click on the 'Click here' link to open the following page (see [Figure 71](#)).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows a web form titled "Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry". At the top, there is a dropdown menu labeled "Select one Program". Below this, the form is organized into several input fields: "First Name", "Last Name", "License Number/Certification Number/Permit", "SSN(Include dashes eg: 123-45-6789)", "State", "Postal Code", and "City". At the bottom of the form, there are four buttons: "Reset", "Search", "Subscribe", and "Unsubscribe". Below the buttons, there is a table with two columns: "Last Name" and "First Name". The table is currently empty, with a small square checkbox visible in the first row.

Figure 71. Public search page.

2.1. Search for Nurse Aide/Medication Aide/ Nursing Facility Administrator in Registry

Enter information and select from one of the program types (Nurse Aide, Medication Aide and Nursing Facility Administrator). To perform a search, enter any combination of fields on the page then select a program type. Click the 'Search' button to see results.

The system will allow search with one field or a combination of the following fields:

- First Name
- Last Name
- License Number
- SSN
- City

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

- State

- Zip Code

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Nursing Facility Administrator

First Name: Last Name: License Number/Certification Number/Permit:

SSN(Include dashes eg: 123-45-6789): State: Postal Code:

City: Preceptor Status: Employer:

Search Data...

<input type="checkbox"/>	Last Name	First Name	NFA License Status	License Number	License Issue Date	License Initial Date	License Expiration Date	Phone	City	Email
<input type="checkbox"/>	Applicant	Licensing	Active	NFA126592	2/4/2022	1/13/1999	12/19/2023	(123) 456-7890	Austin	narmarnfa+461575984@protonmail.com

Figure 72. Public search for Nursing Facility Administrator.

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Nurse Aide

First Name: Last Name: License Number/Certification Number/Permit:

SSN(Include dashes eg: 123-45-6789): State: Postal Code:

City:

Search Data...

<input type="checkbox"/>	Last Name	First Name	NA Certification Status	NA Certification Number	Certificate Issue Date	Initial Certificate Issue Date	Certificate Expiration Date
<input type="checkbox"/>	App 6/27	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective	10001	5/25/2021	5/25/2021	
<input type="checkbox"/>	6/2	Licensing	Prospective				

Figure 73 - Public search for Nurse Aide.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Medication Aide

First Name: Last Name: License Number/Certification Number/Permit:

SSN(Include dashes eg: 123-45-6789): State: Postal Code:

City:

[Reset](#) [Search](#) [Subscribe](#) [Unsubscribe](#)

Search Data... [Search](#) [Print](#)

<input type="checkbox"/>	Last Name	First Name	MA Permit Status	MA Permit Number	Permit Issue Date	Initial Permit Issue Date	Permit Expiration Date
<input type="checkbox"/>	App 6/27	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective				
<input type="checkbox"/>	Applicant	Licensing	Prospective	10001	6/1/2018	5/25/2021	1/1/2021
<input type="checkbox"/>	6/2	Licensing	Prospective				

Figure 74. Public search for Medication Aide.

2.2. Subscribe and Unsubscribe

You can subscribe or unsubscribe to obtain licensure detail changes for the Nursing Facility Administrator Registry (see Figure 75).

2.2.1. Subscribe

Search for the person you want to subscribe to then select that person from the list.

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Nursing Facility Administrator

First Name: Last Name: License Number/Certification Number/Permit:

SSN(Include dashes eg: 123-45-6789): State: Postal Code:

City: Preceptor Status: Employer:

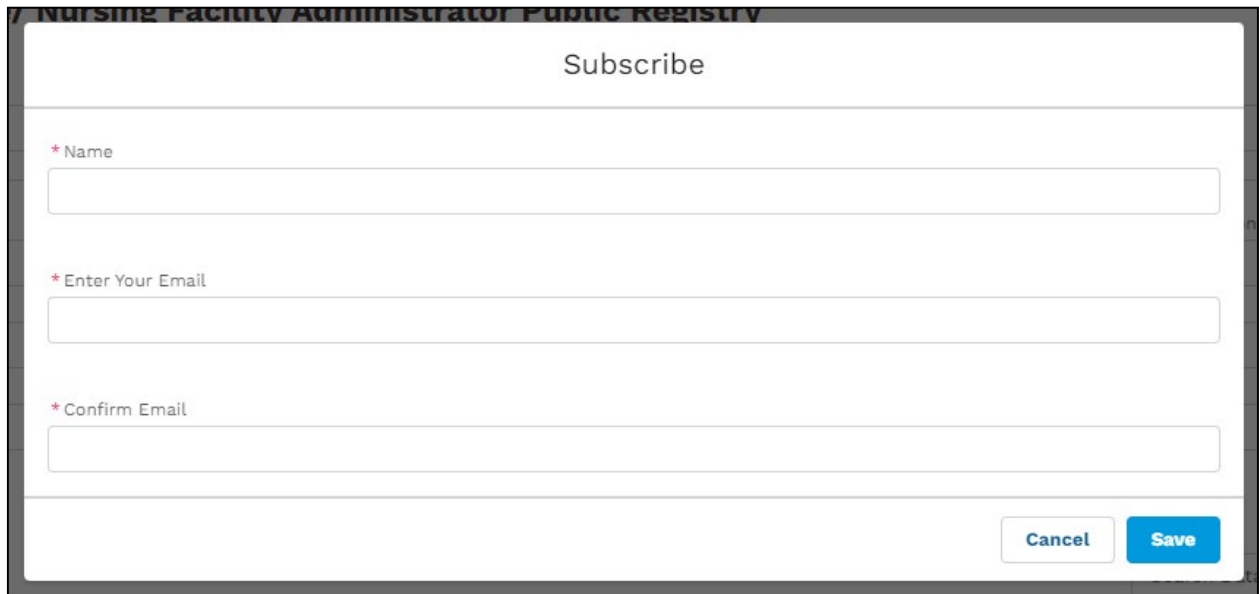
[Reset](#) [Search](#) [Subscribe](#) [Unsubscribe](#)

Search Data... [Search](#) [Print](#)

<input type="checkbox"/>	Last Name	First Name	NFA License Status	License Number	License Issue Date	License Initial Date	License Expiration Date	Phone	City	Email
<input type="checkbox"/>	Applicant	Licensing	Active	NFA126592	2/4/2022	1/13/1999	12/19/2023	(123) 456-7890	Austin	narmarnfa+461575984@protonmail.com

Figure 75. Public search page.

Click on the checkbox next to the person and click the 'Subscribe' button to display the following page:



The screenshot shows a web form titled "Subscribe" within a window titled "Nursing Facility Administrator Public Registry". The form contains three required text input fields: "* Name", "* Enter Your Email", and "* Confirm Email". At the bottom right of the form, there are two buttons: "Cancel" and "Save".

Figure 76. Subscription page.

Enter your name, email address, confirm email address then click on 'Save' button (see Figure 76).

You will get a confirmation message that your subscription is successful (see Figure 77).

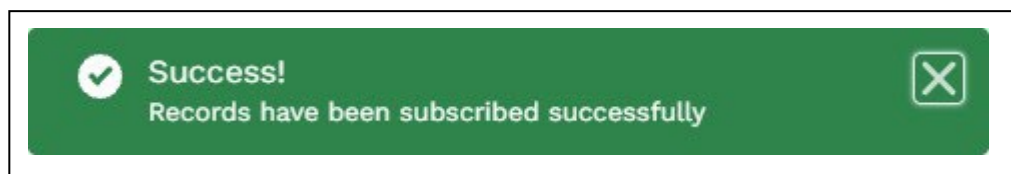


Figure 77. Subscription confirmation message.

2.2.2. Unsubscribe

To unsubscribe, search for the person you want to unsubscribe to then select the person from the list (see Figure 78).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Nursing Facility Administrator

First Name: licensing
Last Name: applicant
License Number/Certification Number/Permit:
SSN(Include dashes eg: 123-45-6789):
State:
Postal Code:
City:
Preceptor Staus: None
Employer:
Reset Search Subscribe Unsubscribe
Search Data... Search Print

<input type="checkbox"/>	Last Name	First Name	NFA License Status	License Number	License Issue Date	License Initial Date	License Expiration Date	Phone	City	Email
<input type="checkbox"/>	Applicant	Licensing	Active	NFA126592	2/4/2022	1/13/1999	12/19/2023	(123) 456-7890	Austin	narmarnfa+461575984@protonmail.com

Figure 78. Public search.

Click on the checkbox next to the person and click on 'Unsubscribe' to display the following page (Figure 79).

UnSubscribe

* Enter Your Email

Cancel Save

Figure 79. Unsubscribe page.

Enter your email address then click the 'Save' button.

You will get a confirmation message that you have successfully unsubscribed (see Figure 80).

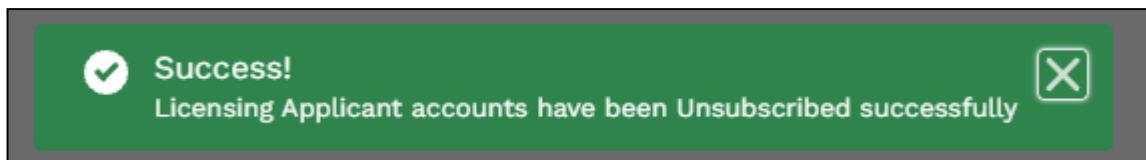
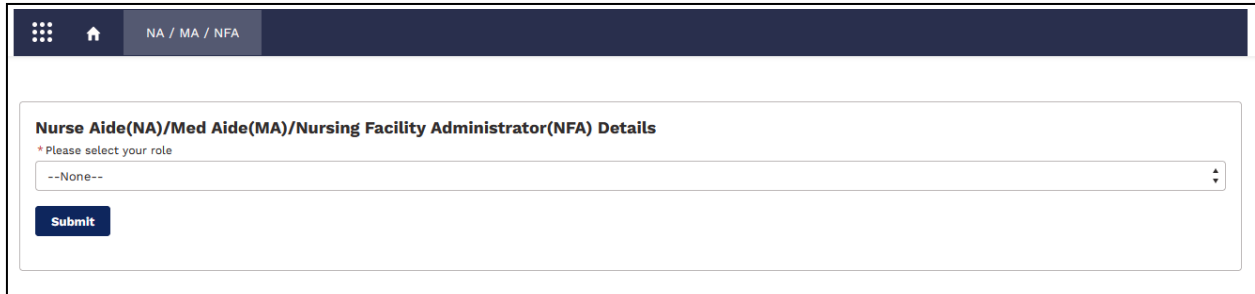


Figure 80. Unsubscribe confirmation message.

3. NA / MA / NFA Tab

On the TULIP homepage, click on the tab 'NA/ MA/ NFA' to view the following page (see Figure 81).



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with a home icon and a tab labeled 'NA / MA / NFA'. Below this, the main content area has a title 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details'. Underneath the title is a dropdown menu with the text '*Please select your role' and the selected option '--None--'. A blue 'Submit' button is located below the dropdown menu.

Figure 81. NA / MA / NFA Tab (highlighted).

Select 'Licensing Applicant' option from the 'Please select your role' field (see Figure 81) then click the 'Submit' button.

3.1. Correctional Med Aide Security Authority

Please select 'Correctional Med Aide Security Authority' for question 'Please select your role' and select 'Applicant name' to view below screen

Following tabs are available on correctional med aide security authority home page

- Home
- School Information
- Training Program Verification
- Helpful Links

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top left is the Texas Health and Human Services logo. The page title is "Texas Unified Licensure Information Portal (TULIP)". A user profile icon shows "First Name Last Name". Below the navigation bar, the "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details" section is active. It contains two dropdown menus: "Please select your role" with "Correctional Med Aide Security Authority" selected, and "Please select one" with "Correctional MA School" selected. There are "Submit" and "Request additional access" buttons. Below this is a navigation menu with "Home" selected, "School Information", "Training Program Verification", and "Helpful Links". A welcome message reads: "Welcome to the Nursing Facility Administrator (NFA), Nurse Aide (NA) and Medication Aide (MA) online licensing system." Contact information for NFA, NA, MA, and NATCEP programs is provided at the bottom.

Figure 82. Correctional Med Aide Security Authority home page

Note: Each tab will be displayed in the next sections.

3.1.1. School Information

This tab displays selected school information that is linked to your account.

The screenshot shows the "School Information" tab selected in the navigation menu. The "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details" section is visible at the top. Below the navigation menu, the "School Information" tab displays the following details:

Account Name	Correctional Med Aide School	EIN	11111111
Mailing City	Mailing City	School Director First Name	School Director First Name
Mailing State	AK	School Director Last Name	School Director Last Name
Mailing Postal Code	11111	School Primary Email	schoolprimaryemail@gmail.com
Training School Phone	(123) 456-7890		

Figure 83. School Information tab

3.1.2. Training Program Verification

The Training program verification tab displays a button called 'New Credentialing Training Verification' to create new training program verification applications and displays previously submitted applications.

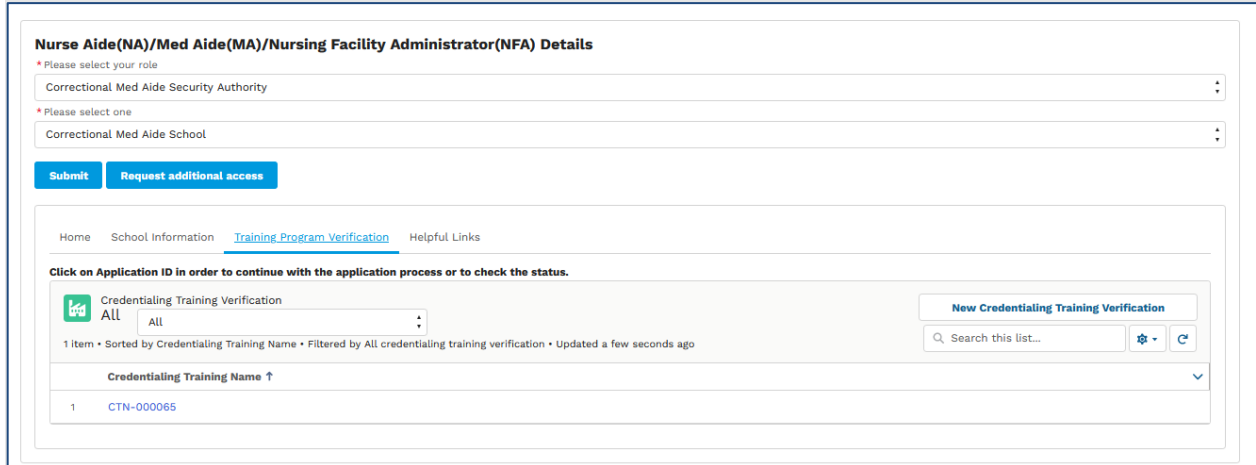


Figure 84. Training Program Verification tab

Click on 'New Credentialing Training Verification' button to create and submit a new application. See section 4. [Correctional Med Aide Application](#) on steps to create and submit an application.

To change the view, click on the drop-down highlighted in below screen.

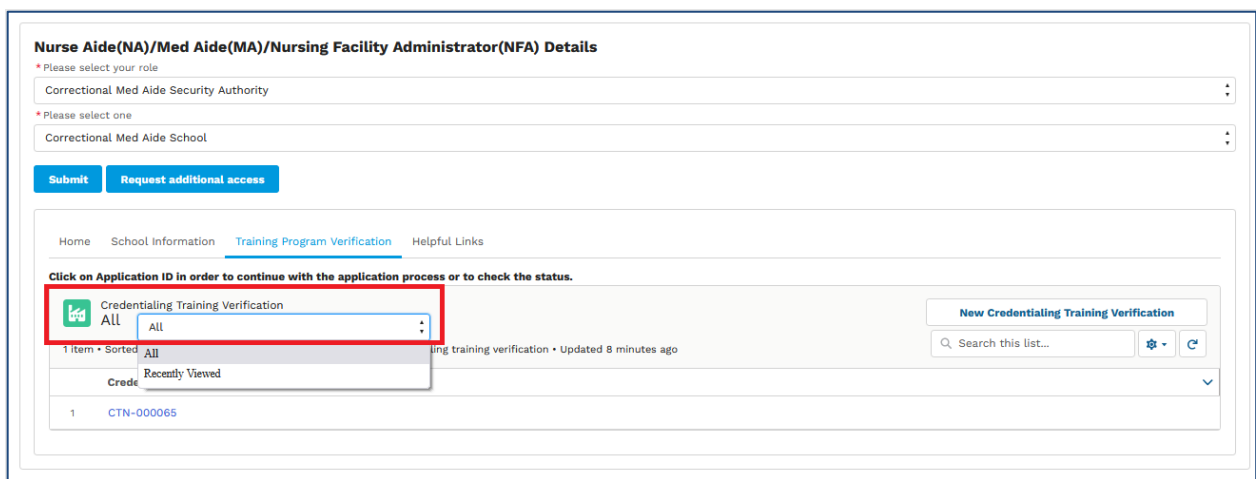


Figure 85. Training Program Verification tab

3.1.3. Helpful Links

This screen displays helpful links.

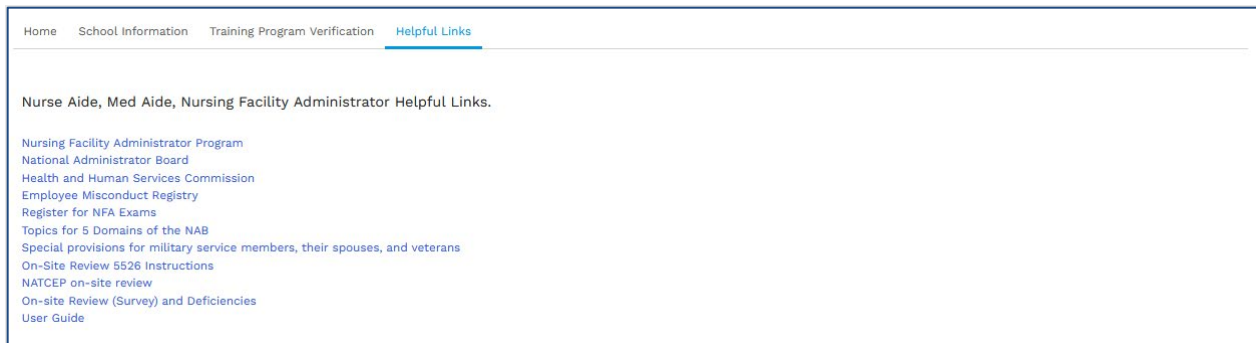


Figure 86. Helpful Links page.

3.2. School Security Authority Page

Please select 'School Security Authority' for question 'Please select your role', name to view below screen.

Following tabs are available on school security authority page

- Home
- School Information
- Training School Applications
- Training Cass Applications
- Approved Training Classes
- School Instructors
- Helpful Links

The screenshot shows the 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details' page. It features two dropdown menus: the first is labeled '* Please select your role' and has 'School Security Authority' selected; the second is labeled '* Please select one' and has 'Correctional MA School' selected. Below the dropdowns are two buttons: 'Submit' and 'Request additional access'. A navigation bar contains links for 'Home', 'School Information', 'Training School Applications', 'Training Class Applications', 'Current Approval', 'School Instructors', and 'Helpful Links'. The main content area includes a welcome message: 'Welcome to TULIP - Nurse Aide(NA) / Medication Aide(MA) / Nursing Facility Administrator(NFA) Section.' followed by a detailed description of the system and contact information for the NFA, NA, MA, and NATCEP programs.

Figure 87. School Security Authority page.

3.2.1. School Information

The school information tab will display school details such as name, phone and school director name.

Home	<u>School Information</u>	Training School Applications	Training Class Applications	Approved Training Classes	School Instructors	More ▾
Account Name		Mailing Street				
EIN		Mailing City				
School Director First Name		Mailing State				
School Director Last Name		Mailing Postal Code				
School Email		County				
Training School Phone		Region				
First Name		Middle Name				
Last Name		SSN ⓘ				
Email						

Figure 88 School Information.

3.2.2. Training School Applications

'Training School Applications' tab will display recently submitted school applications and a button called 'New Program Application' to create and submit school applications.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

Home School Information **Training School Applications** Training Class Applications Current Approval School Instructors Helpful Links

Credentialing MA School Applications [New Program Application](#)

Application Number	Application Status	Application Type	Date Submitted
MA-SCH-0000346	Incomplete	Medication_Aide_Training_Program_Application	

Figure 89. Training School Applications tab.

Go to section [15. Med Aide School Applications](#) for more information on how to create and submit school applications.

3.2.3. Training Class Applications

'Training Class Applications' tab will display recently submitted training class applications and a button called 'New Training Classes' to create and submit training class applications.

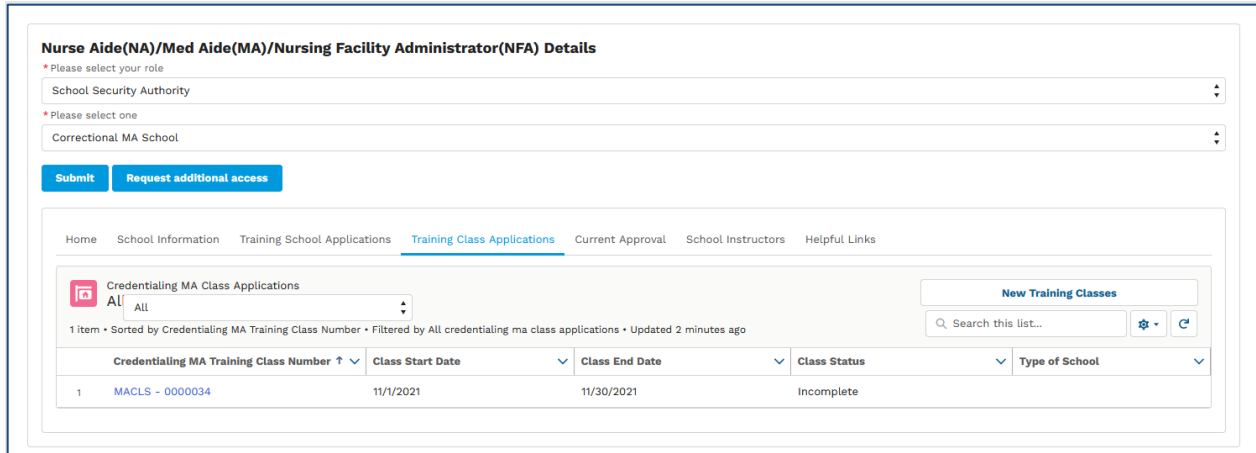


Figure 90. Training Class Applications tab.

Go to section [5. Med Aide School Applications](#) for more information on how to create and submit training class applications.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

3.2.4. Current Approval

This tab displays a list of approved registered nurses and registered pharmacists.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

Home School Information Training School Applications Training Class Applications Current Approval School Instructors Helpful Links

Training Type	Approval Date	Name	Instructor Type	Approval Date
Both	2021-09-06	Instructor Id - 0000057	Registered Pharmacist	2021-09-15
Both	2021-08-25	Instructor Id - 0000048	Registered Pharmacist	2021-08-13
Both	2021-08-25	Instructor Id - 0000047	Registered Nurse	2021-08-14
Both	2021-08-25	Instructor Id - 0000049	Registered Pharmacist	2021-08-12
Both	2021-09-06	Instructor Id - 0000056	Registered Nurse	
Both	2021-09-06	Instructor Id - 0000058	Registered Nurse	2021-09-15
Basic 140 hours	2021-08-16	Instructor Id - 0000050	Registered Nurse	
Basic 140 hours	2021-08-16	Instructor Id - 0000051	Registered Pharmacist	
		Instructor Id - 0000059	Registered Nurse	
Basic 140 hours	2021-08-10	Instructor Id - 0000040	Registered Nurse	

Figure 91. Current Approval tab.

3.2.5. School Instructors

This tab displays a list of school instructors.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

Home School Information Training School Applications Training Class Applications Current Approval School Instructors Helpful Links

Credentialed School Instructors
All All

5+ Items • Sorted by Credentialed School Instructor ID • Filtered by All credentialed school instructors • Updated a few seconds ago

Search this list...

Credentialed School Instructor...	Instructor First Name	Instructor Last Name	Type of Instructor	Status	Approval Date
1 Instructor Id - 0000000	test	test	Registered Nurse		
2 Instructor Id - 0000001	test1	test2	Registered Nurse		
3 Instructor Id - 0000002	Instructor First Name	Instructor Last Name	Registered Nurse		
4 Instructor Id - 0000003	Test	Last Name	Registered Nurse		
5 Instructor Id - 0000005	Test	Test 1	Registered Pharmacist		

[Load More](#)

Figure 92. School instructors tab.

3.2.6. Helpful Links

This screen displays helpful links.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

Home School Information Training School Applications Training Class Applications Current Approval School Instructors [Helpful Links](#)

Nurse Aide, Med Aide, Nursing Facility Administrator Helpful Links.

- Health and Human Services Commission
- Employee Misconduct Registry
- Special provisions for military service members, their spouses, and veterans
- User Guide

Figure 93. Helpful Links page.

4. Correctional Med Aide School Application

This section is applicable to 'Correctional Med Aide School Security Authority' and can be used to submit 'New Credentialing Training Verification' applications and add students.

To create a new application, go to NA/MA/NFA tab and select your role as 'Correctional Med Aide School Security Authority' and select the Med Aide school you want to submit the application for to see below screen.

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top left is the Texas Health and Human Services logo. The page title is "Texas Unified Licensure Information Portal (TULIP)". A user profile icon shows "First Name Last Name". A navigation bar includes a home icon and "NA / MA / NFA" tabs. The main content area is titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". It contains two dropdown menus: "Please select your role" with "Correctional Med Aide Security Authority" selected, and "Please select one" with "Correctional MA School" selected. Below these are "Submit" and "Request additional access" buttons. A navigation menu includes "Home", "School Information", "Training Program Verification", and "Helpful Links". A welcome message reads: "Welcome to the Nursing Facility Administrator (NFA), Nurse Aide (NA) and Medication Aide (MA) online licensing system." Contact information is provided at the bottom: "The NFA program can be contacted at 512-438-2015 or NFA_Licensing_Program@hhs.texas.gov", "The NA program can be contacted at 512-438-2050 or NurseAideRegistry@hhs.texas.gov", "The MA program can be contacted at 512-438-2025 or Medication_Aide_Program@hhs.texas.gov", and "The NATCEP can be contacted at 512-438-2017 or Regulatory_NATCEP@hhs.texas.gov".

Figure 94. Correctional Med Aide Security Authority home page.

Click on the 'Training program verification tab' to see below screen.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

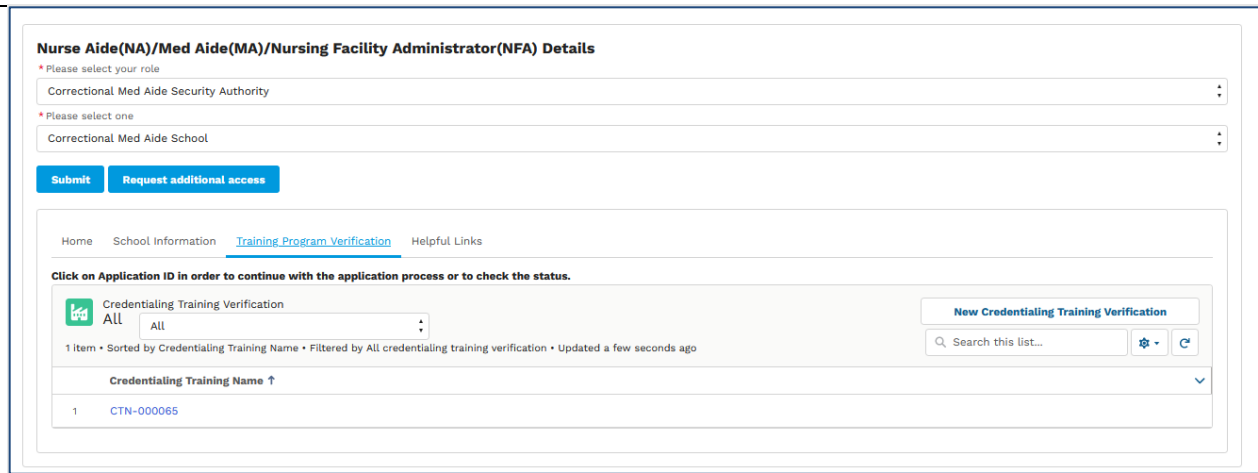


Figure 95. Training Program Verification tab.

The Training program verification tab displays a button called 'New Credentiaing Training Verification' to create new training program verification applications and displays previously submitted applications.

Click on the button 'New Credentiaing Training Verification' to see below screen.

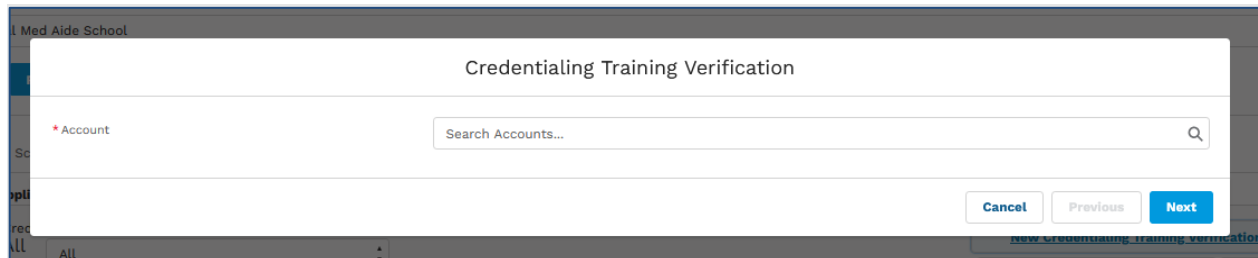


Figure 96. Search for account page 1.

This screen displays a field to search for the med aide school to create an application for.

Search for the med aide school and select the school to see below screen.

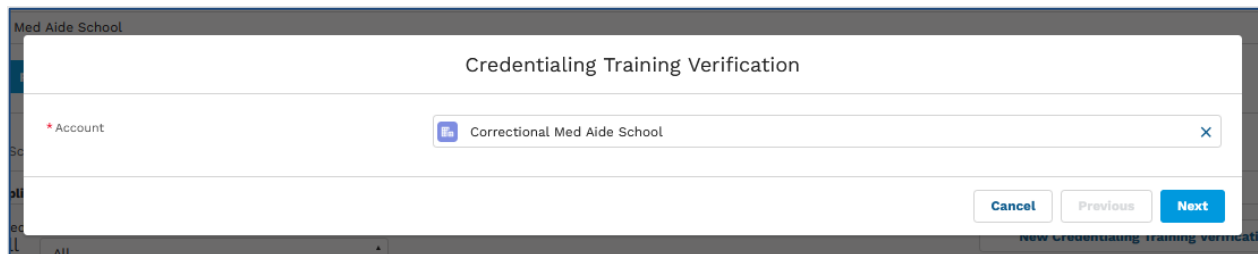
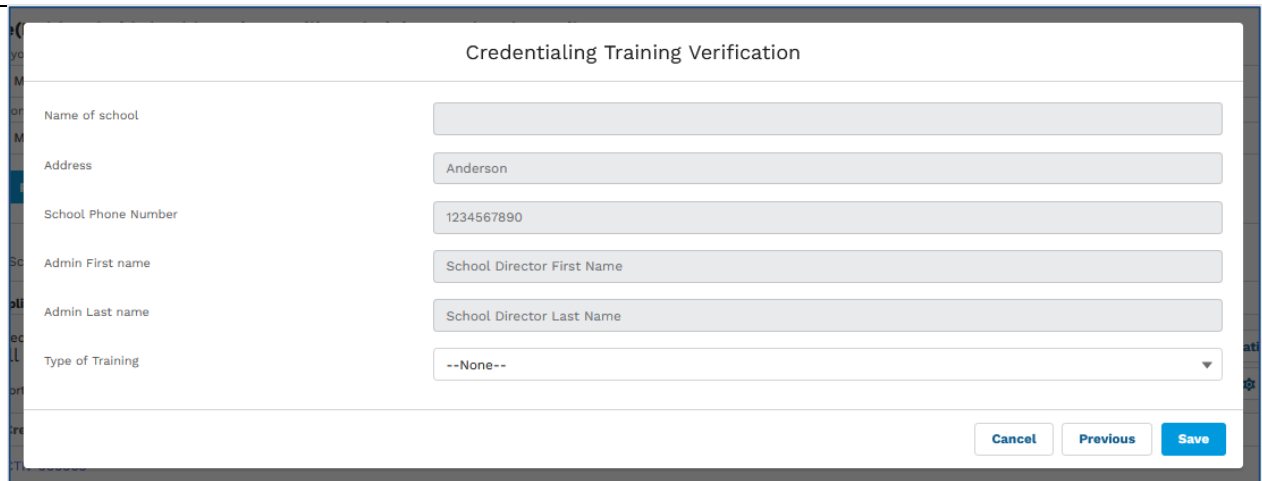


Figure 97. Search for account page 2.

Click on the 'Next' button to see the screen below.

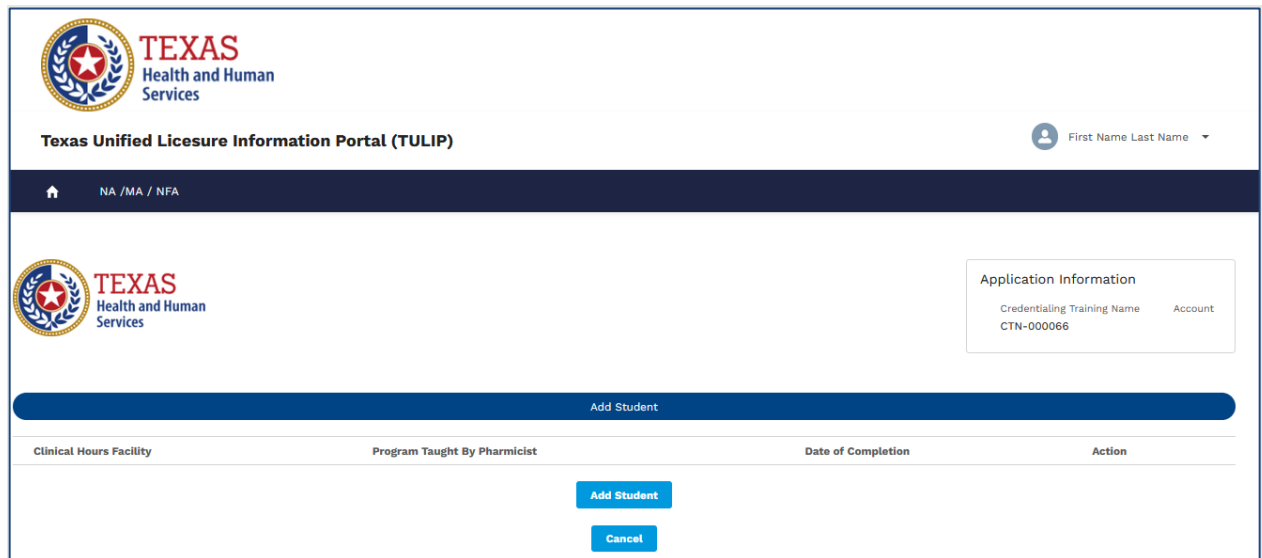
Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



The screenshot shows a web form titled "Credentialing Training Verification". It contains several input fields: "Name of school" (empty), "Address" (containing "Anderson"), "School Phone Number" (containing "1234567890"), "Admin First name" (containing "School Director First Name"), "Admin Last name" (containing "School Director Last Name"), and "Type of Training" (a dropdown menu with "--None--" selected). At the bottom right, there are three buttons: "Cancel", "Previous", and "Save".

Figure 98. School details.

Select type of training and click 'Save' to see below screen.



The screenshot shows the "Texas Unified Licensure Information Portal (TULIP)" interface. At the top left is the Texas Health and Human Services logo. Below it, the text "Texas Unified Licensure Information Portal (TULIP)" is displayed. On the right, there is a user profile icon and the text "First Name Last Name". Below the header, there is a navigation bar with a home icon and the text "NA / MA / NFA". The main content area features the Texas Health and Human Services logo on the left and an "Application Information" box on the right containing "Credentialing Training Name" and "Account" with the value "CTN-000066". A large blue button labeled "Add Student" is centered below the application information. Below this, there is a table with the following columns: "Clinical Hours Facility", "Program Taught By Pharmacist", "Date of Completion", and "Action". Under the "Action" column, there are two buttons: "Add Student" and "Cancel".

Figure 99. Add student page.

The system will allow you to enter multiple student information on this page.

Clicking on 'Add student' will display below screen.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

TEXAS Health and Human Services

Application Information
Credentialed Training Name: CTN-000066
Account: CTN-000066

Add Student

Clinical Hours Facility	Program Taught By Pharmacist	Date of Completion	Action
100	100	2021-09-30	Edit Delete

Add Student

* Please enter your SSN number

Account Name

Student First Name

Apt Number

Student Last Name

Mailing State

Student Middle Name

Program hours taught by Registered Nurse

Student Address

Total Hours

Registered Nurse

Test Score if CMA

Pharmacist (RPH)

Date of Training Completion

Mailing Street

Mailing City

Mailing ZipCode

Program Hours taught by Pharmacist

Clinical Hours Facility

Test Result if CMA

Cancel Save

Cancel

Figure 100. Add student details page.

Enter SSN to search for a student and the system will automatically populate the greyed-out fields. Enter all relevant fields and click save to save record.

TEXAS Health and Human Services

Application Information
Credentialed Training Name: CTN-000066
Account: CTN-000066

Add Student

Clinical Hours Facility	Program Taught By Pharmacist	Date of Completion	Action
100	100	2021-09-30	Edit Delete

Add Student

Cancel

Figure 101. Add student page.

Clicking on 'Edit' will allow you to edit the details of the student. Click on 'Delete' to delete the previously entered student record.

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

Click on 'Add' button to add multiple students, click on 'Cancel' and cancel and go back to NA/MA/NFA home page.

5. Med Aide School Applications

Following applications are available for 'School Security Authority'

- Training School Applications
- Training Class Applications

To create a new application, go to NA/MA/NFA tab and select your role as 'School Security Authority' and select name to see below screen.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

[Home](#) [School Information](#) [Training School Applications](#) [Training Class Applications](#) [Current Approval](#) [School Instructors](#) [Helpful Links](#)

Welcome to TULIP - Nurse Aide(NA) / Medication Aide(MA) / Nursing Facility Administrator(NFA) Section.

Welcome to the Nursing Facility Administrator (NFA), Nurse Aide (NA) and Medication Aide (MA) online licensing system. This system was designed to enable licensees and initial applicants to complete licensing activities online. The system will also provide the current status of an application and will allow individuals to verify the status of a NFA, NA and MA.

The NFA program can be contacted at 512-438-2015 or nfa_licensing_program@hhsc.state.tx.us
The NA program can be contacted at 512-438-2050 or NurseAideRegistry@HHSC.state.tx.us
The MA program can be contacted at 512-438-2025 or medication_aid_programs@hhsc.state.tx.us
The NATCEP can be contacted at 512-438-2017 or regulatory_natcep@hhsc.state.tx

Figure 102. School Security Authority page.

5.1 Training School Applications

Click on 'Training School Applications' tab to see below screen.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
School Security Authority

* Please select one
Correctional MA School

[Submit](#) [Request additional access](#)

[Home](#) [School Information](#) [Training School Applications](#) [Training Class Applications](#) [Current Approval](#) [School Instructors](#) [Helpful Links](#)

[New Program Application](#)

Application Number	Application Status	Application Type	Date Submitted
MA-SCH-0000346	Incomplete	Medication Aide Training Program Application	

Figure 103. Training School Applications tab.

Click on 'New Program Application' button to see below screen.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows the 'Acknowledgement' tab of the application system. At the top left is the Texas Health and Human Services logo. Below it, the 'Applicant Information' section displays 'Application Type: Medication Aide Training Program Application' and 'Application Number: MA-SCH-0000346'. A horizontal navigation bar contains tabs: 'Acknowledgement' (active), 'School Information', 'School Details', 'Attestation for applic...', 'Documents', 'Deficiencies', 'Summary', and 'Submit'. The main content area is titled 'Acknowledgement' and contains a checkbox with a checkmark and the text: '* I have read and agree to abide by the Medication Aide Training Program Rules and Regulations and to follow the state approved Nursing Home Medication Aide Training Program curriculum for the basic and/or continuing education course. I understand that final approval cannot be granted by the Health and Human Services Commission until Texas Workforce Commission or Coordinating Board approval is received.' An 'Add Deficiency' button is located in the top right of this section. At the bottom, there are buttons for 'Next', 'Cancel', 'Withdraw', and 'Save'.

Figure 104. Acknowledgment tab.

Enter all the required fields. Click 'next' button to proceed to next page, click 'previous' button to go to previous page or click 'cancel' to cancel and exit this page.

Clicking on 'next' button will display below page of the application.

The screenshot shows the 'Profile Acknowledgment' tab. The navigation bar is the same as in Figure 104, but 'School Information' is now the active tab. The main content area is titled 'School Profile Acknowledgement' and contains a checkbox with an unchecked box and the text: '* To the best of my knowledge, all the information under the School Information section are correct.' An 'Add Deficiency' button is in the top right. Below this is the 'School Information' section, which lists the following details: 'School Name: Correctional MA School', 'School Mailing Street', 'School Mailing City: Mailing City', 'School Mailing State: TX', 'School Mailing ZipCode: 12345', and 'School EIN: 123456789'. An 'Add Deficiency' button is also present in the top right of this section. At the bottom, the navigation buttons are 'Previous', 'Next', 'Cancel', 'Withdraw', and 'Save'.

Figure 105. Profile Acknowledgment tab.

Clicking on 'next' button will display below page of the application.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Credentialing MA School Fields

Account: Correctional MA School

* Is the Classroom location different from the School Location? --None--

* Type Of School --None--

* Do you have a TX Workforce Commission License Number available? --None--

Please contact savangje.sandoval@twc.state.tx.us for new medication aide training programs to receive approval form TWC.

At Least two Instructor records (one registered nurse record and one registered pharmacist record) are required

Instructor First Name	Instructor Middle Name	Instructor Last Name	Type of Instructor	Action
test		test	Registered Nurse	Edit Delete
test1		test2	Registered Nurse	Edit Delete
Instructor First Name	Instructor Middle Name	Instructor Last Name	Registered Nurse	Edit Delete
Test	Middle Name	Last Name	Registered Nurse	Edit Delete

[Previous](#) [Next](#) [Cancel](#) [Withdraw](#) [Save](#)

Figure 106. School Details tab.

Click on 'Edit' button next to instructor name to edit the instructor details and click on 'Delete' button to delete the instructor record.

Clicking on 'Edit' will display below screen.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

At Least two Instructor records (one registered nurse record and one registered pharmacist record) are required

[Add Deficiency](#)

Instructor First Name	Instructor Middle Name	Instructor Last Name	Type of Instructor	Action
test		test	Registered Nurse	Edit Delete
test1		test2	Registered Nurse	Edit Delete
Instructor First Name	Instructor Middle Name	Instructor Last Name	Registered Nurse	Edit Delete
Test	Middle Name	Last Name	Registered Nurse	Edit Delete
		sgfsdgdg		Edit Delete

Instructor Fields

* Instructor First Name

* Instructor Last Name

Instructor Middle Name

* Type of Instructor

Registered Nurse License Number

[Cancel](#) [Save](#)

[Previous](#) [Next](#) [Cancel](#) [Withdraw](#) [Save](#)

Figure 107. Edit Instructor Page.

Clicking on 'next' button will display below page of the application.

✓ ✓ ✓ **Attestation for applic...** Documents Deficiencies Summary Submit

Attestation for application

[Add Deficiency](#)

* I Acknowledge - The facts set forth in the foregoing application are true to the best of my knowledge. I understand that submission of false information in the foregoing application will constitute grounds for denial, suspension or revocation of my permit.

* Applicant Name

* Date Signed

[Previous](#) [Next](#) [Cancel](#) [Withdraw](#) [Save](#)

Figure 108. Attestation for application.

Clicking on 'next' button will display below page of the application.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Upload the following document(s) for this application:

Registered Nurse(s) Resume documenting the required 2 years long term care experience.
Registered Pharmacist(s) Resume documenting the required 1 year long term care experience and current facility where applicant is a consultant.
A letter from School for using HHSC curriculum for the training program.

Please use "Add Additional Attachment" button to attach any additional documents. [+ Add Additional Attachment](#)

Registered Pharmacist Instructor Resume	Add Deficiency Delete
Upload Attachments Upload Files Or drop files	This document is required.
Registered Nurse Instructor Resume	Add Deficiency Delete
Upload Attachments Upload Files Or drop files	This document is required.
A letter from School for using HHSC curriculum	Add Deficiency Delete
Upload Attachments Upload Files Or drop files	

[Previous](#) [Next](#) [Cancel](#) [Withdraw](#) [Save](#)

Figure 109. Documents tab.

This screen allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to see below screen.

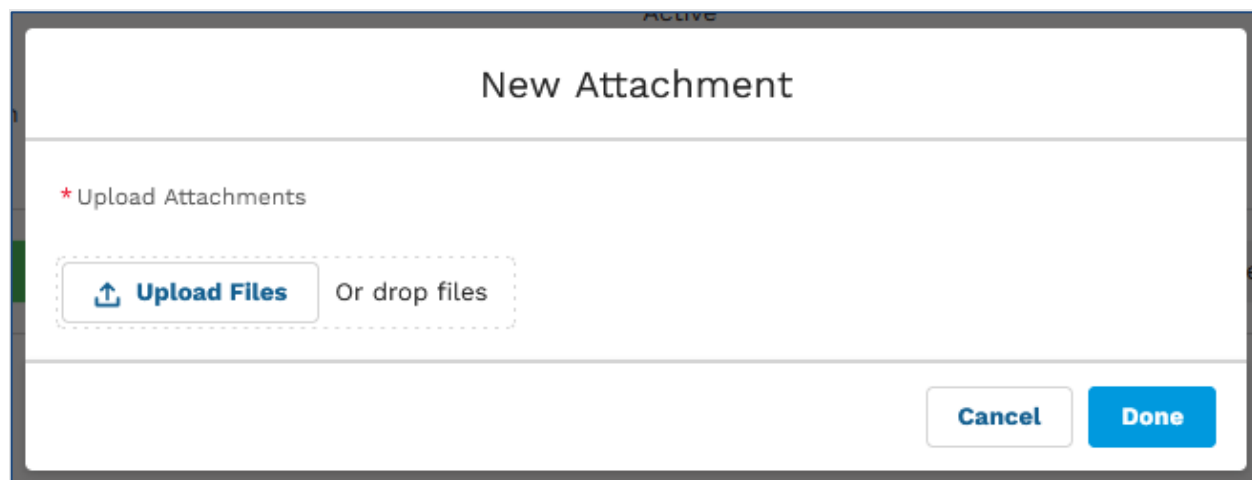
Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants



The screenshot shows a form titled "New Attachment". At the top, the title "New Attachment" is centered. Below the title, there is a red asterisk followed by the label "Name". Underneath is a single-line text input field. Below that is the label "Description" followed by a larger multi-line text input field. At the bottom right of the form, there are two buttons: a white "Cancel" button and a blue "Next" button.

Figure 110. Add new additional attachment.

Enter attachment name, description and click next to see below screen.



The screenshot shows the same "New Attachment" form, but now with an "Upload Attachments" section. The label "Upload Attachments" is in red. Below it is a dashed border box containing an "Upload Files" button with an upward arrow icon and the text "Or drop files". At the bottom right, the buttons are now "Cancel" (white) and "Done" (blue).

Figure 111. Upload Attachment page.

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'next' button will display below page of the application.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows the 'Deficiencies' tab of the application. At the top left is the Texas Health and Human Services logo. Below it, the 'Applicant Information' section displays 'Application Type: Medication Aide Training Program Application' and 'Application Number: MA-SCH-0000346'. A progress bar at the top indicates that steps 1 through 5 are complete (green), while step 6, 'Deficiencies', is the current active step (blue). Below the progress bar, an error message is displayed: 'Error in Step 3: - Instructor Records'. The description of the error states: 'At Least two instructor records (one registered nurse record and one registered pharmacist record) are required'. A 'Go to Step' button is located to the right of the error message. At the bottom of the page, there are navigation buttons: 'Previous', 'Next', 'Cancel', 'Withdraw', and 'Save'.

Figure 112. Deficiencies tab.

Clicking on 'next' button will display below page of the application.

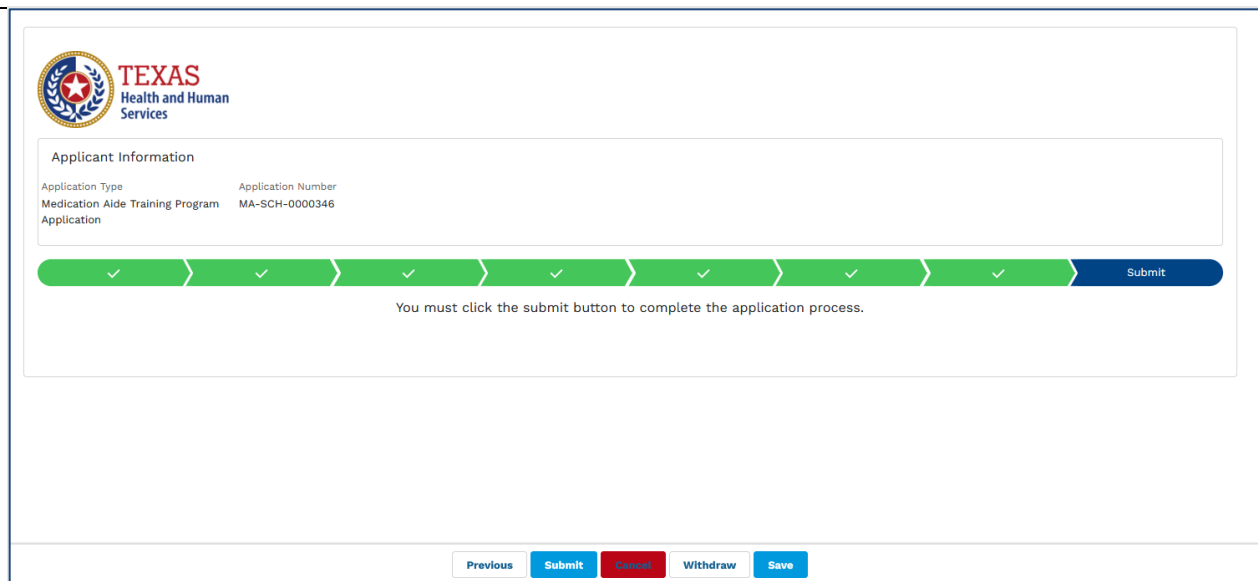
The screenshot shows the 'Summary' tab of the application. At the top left is the Texas Health and Human Services logo. Below it, the 'Applicant Information' section displays 'Application Type: Medication Aide Training Program Application' and 'Application Number: MA-SCH-0000346'. A progress bar at the top indicates that steps 1 through 6 are complete (green), while step 7, 'Summary', is the current active step (blue). A 'Print' button is located in the top right corner. Below the progress bar, the 'Review Information' section contains three sub-sections: 'Acknowledgement' with a checkbox and a paragraph of text; 'School Profile Acknowledgement' with a checkbox and a sentence; and 'School Information' with fields for 'School Name' (Correctional MA School), 'School Mailing Street', and 'School Mailing City'. At the bottom of the page, there are navigation buttons: 'Previous', 'Next', 'Cancel', 'Withdraw', and 'Save'.

Figure 113. Summary tab.

Click on 'Print' button to print the application.

Clicking on 'next' button will display below screen.

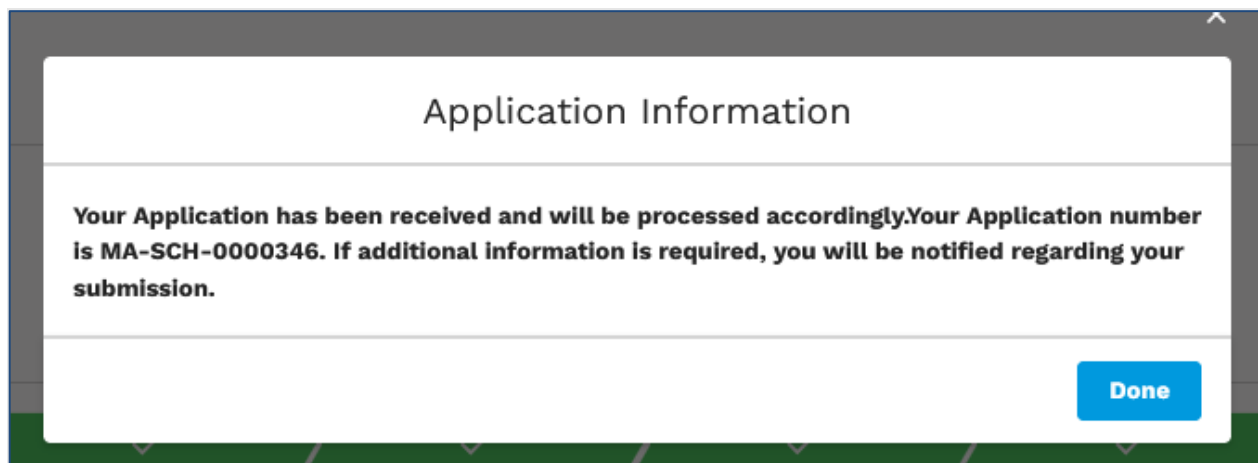
Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



The screenshot shows the Texas Health and Human Services application interface. At the top left is the Texas Health and Human Services logo. Below it, the 'Applicant Information' section displays the application type as 'Medication Aide Training Program Application' and the application number as 'MA-SCH-0000346'. A progress bar with seven green checkmarks indicates that all steps are complete. A blue 'Submit' button is located at the end of the progress bar. Below the progress bar, a message states: 'You must click the submit button to complete the application process.' At the bottom of the form, there are five buttons: 'Previous', 'Submit', 'Cancel', 'Withdraw', and 'Save'.

Figure 114. Submit tab.

Clicking on 'submit' button will display below confirmation screen with application number.



The screenshot shows a confirmation screen titled 'Application Information'. The main text reads: 'Your Application has been received and will be processed accordingly. Your Application number is MA-SCH-0000346. If additional information is required, you will be notified regarding your submission.' A blue 'Done' button is located in the bottom right corner of the confirmation box.

Figure 115. Confirmation screen.

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

5.2 Training Class Applications

Click on 'Training Class Applications' tab to see below screen.

The screenshot shows the 'Training Class Applications' tab in a web application. At the top, there is a section for 'Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details' with dropdown menus for 'School Security Authority' and 'Correctional MA School', and buttons for 'Submit' and 'Request additional access'. Below this is a navigation bar with tabs: Home, School Information, Training School Applications, Training Class Applications (selected), Current Approval, School Instructors, and Helpful Links. The main content area is titled 'Credentialing MA Class Applications' and shows a list of applications. A 'New Training Classes' button is visible in the top right of the list area. The table below shows one application:

	Credentialing MA Training Class Number	Class Start Date	Class End Date	Class Status	Type of School
1	MACLS - 0000034	11/1/2021	11/30/2021	Incomplete	

Figure 116. Training Class Applications tab.

Click on 'New Training Classes' button to see below screen.

The screenshot shows the 'Application Information' page for a new training class. It features the Texas Health and Human Services logo and a form with the following fields:

- School Name: Correctional MA School
- School Mailing Street: Mailing Street
- School Mailing State: TX
- School Mailing County: Austin
- * Class Start Date: [Calendar icon]
- Class Location Different?:
- Total Class Hours: [Text input]
- Program hours taught by Registered Nurse: [Text input]
- Registered Nurse: None
- Registered Pharmacist: None
- School Mailing City: [Text input]
- School Mailing ZipCode: 12345
- School Mailing Region: 08
- EIN: 123456789
- * Class End Date: [Calendar icon]
- Daily Class Hours: [Text input]
- * School Type: --None--
- Clinical Hours Facility: [Text input]
- Class Location Address Line 2: [Text input]
- Class Location City: [Text input]
- Class Location ZipCode: [Text input]

Buttons at the bottom: Save, Submit, Cancel.

Figure 117. Training Class Applications page.

Clicking on 'submit' button will display below confirmation screen with application number.

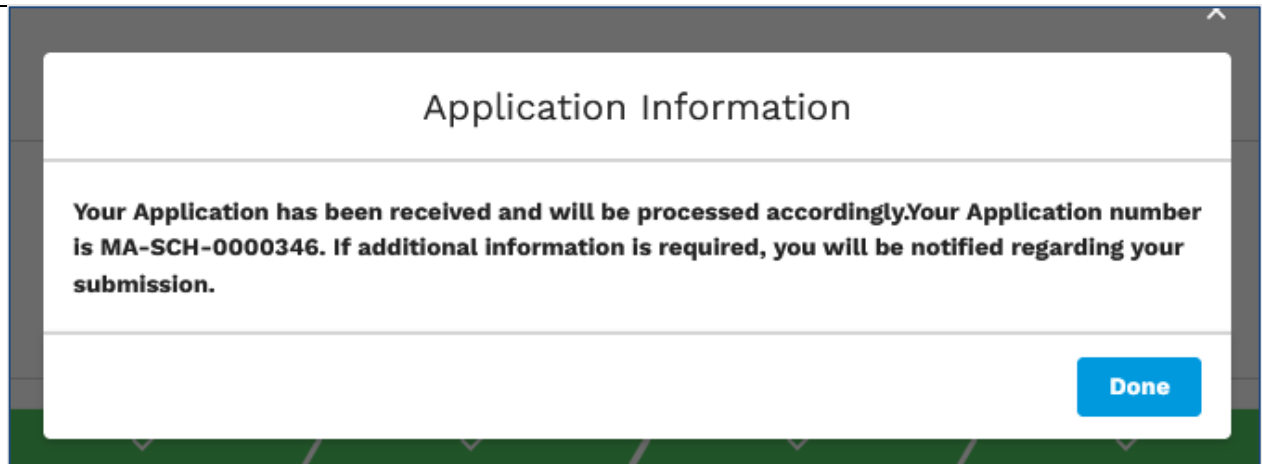


Figure 118. Confirmation screen.

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

6. Other Information

6.1 Withdrawing an application

This section is applicable to applicants who want to withdraw their incomplete applications or applications which have not been submitted.

To withdraw an application, please follow the steps below.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant's name to display the following page:

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top left is the Texas Health and Human Services logo. The page title is "Texas Unified Licensure Information Portal (TULIP)". A user profile dropdown menu shows "First Name Last Name". A navigation bar includes a home icon and the "NA / MA / NFA" tab. The main content area is titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". It contains two dropdown menus: the first is labeled "Please select your role" and has "Applicant" selected; the second is labeled "Please select one" and has "New First Name New Middle Name New Last Name" selected. Below these are "Submit" and "Request additional access" buttons. A navigation menu includes "Home", "Dashboard", "Profile", "Applications", "License Printing", and "Helpful Links". The "Home" link is active. The main text reads: "Welcome to the Nursing Facility Administrator (NFA), Nurse Aide (NA) and Medication Aide (MA) online licensing system." Below this, contact information is provided: "The NFA program can be contacted at 512-438-2015 or NFA_Licensing_Program@hhs.texas.gov", "The NA program can be contacted at 512-438-2050 or NurseAideRegistry@hhs.texas.gov", "The MA program can be contacted at 512-438-2025 or Medication_Aide_Program@hhs.texas.gov", and "The NATCEP can be contacted at 512-438-2017 or Regulatory_NATCEP@hhs.texas.gov".

Figure 119. Applicant home page.

Click on the Applications' tab to display the following page:

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
Applicant

* Please select one
New First Name New Middle Name New Last Name

[Submit](#) [Request additional access](#)

Home Dashboard Profile **Applications** License Printing Helpful Links

Click on Application ID in order to continue with the application process or to check the status.

Credentialing Applications
All Applications

5+ Items • Sorted by RS Licensing Application ID • Filtered by All credentialing applications • Updated a few seconds ago

[New Credentialing Application](#)

Search this list...

	RS Licensing ...	L...	Fi...	N...	Date...	Application Type	Licensure Type	Applic...	Last Modified By	Last Modifie...	M...	N...
1	RSLAN-0002862	Name	New	1234	10/7/2021	Name Change	Med Aide (MA)	Incomplete	First Name Last Na...	10/7/2021 7:38 ...	1234...	
2	RSLAN-0002859	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 11:00 ...	1234...	
3	RSLAN-0002858	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 10:58...	1234...	
4	RSLAN-0002857	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 11:07 ...	1234...	
5	RSLAN-0002856	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 2:06 ...	1234...	

[Load More](#)

Figure 120. Applications page.

Applications tab will display a button called 'New Credentialing Application' to create new applications and also display previously submitted applications by you.

Select an application from the list or click on 'load more' to see more applications.

Click on application number (example RSLAN-0000000) to open an application which is in 'Incomplete' status. Application will be displayed as shown below.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

TEXAS Health and Human Services

Applicant Information

First Name	Middle Name	Last Name	Date of Birth (DOB)	Primary Email	NA Certificate Number	NA Certificate Status	MA Permit Number	MA Permit Status	Preceptor Status	Preceptor Expiration Date	NFA License Number	NFA License Status	License Expiration Date
New	First Name New	Middle Name New	5/1/2000	ohxe4k+8pr7l2408f0vk@sharklasers.com	1234	Prospective	123456	Active	Prospective			Active	

Licensure Type: Med Aide (MA) Application Type: Name Change

Progress Bar: Personal Information (Active) > Attestation > Documents > Deficiencies > Payment > Summary > Submit

Personal Information

* New First Name:

New Middle Name:

* New Last Name:

Buttons: Back, Next, Save, Cancel, Withdraw

Figure 121. Application page.

Clicking on the 'Withdraw' button will display below page.

NA / MA / NFA

TEXAS Health and Human Services

Applicant Information

First Name	Middle Name	Last Name	Date of Birth (DOB)	Primary Email	NA Certificate Number	NA Certificate Status	MA Permit Number	MA Permit Status	Preceptor Status	Preceptor Expiration Date	NFA License Number	NFA License Status	License Expiration Date
New	First Name New	Middle Name New	5/1/2000	ohxe4k+8pr7l2408f0vk@sharklasers.com					Prospective			Active	

Licensure Type: Med Aide (MA) Application Type: Name Change

Progress Bar: Personal Information (Active) > Attestation > Documents > Deficiencies > Payment > Summary > Submit

Personal Information

* New First Name:

New Middle Name:

* New Last Name:

Buttons: Back, Next, Save, Cancel, Withdraw

Dialog Box: wscpro-bhhs.cs32.force.com
Are you sure you want to withdraw the Application RSLAN-0002862. If the application has payments, please reach out to Licensing Staff for requesting a refund.
Buttons: OK, Cancel

Figure 122. Withdraw confirmation page.

Click on 'Ok' button to continue or click on 'Cancel' button to cancel and go back to application page.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Clicking on the 'Ok' button will display below confirmation message and withdraw the application.



Figure 123. Withdraw confirmation message page.

Click on 'NA/MA/NFA' tab to go back to applicant home page.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

* Please select your role
Applicant

* Please select one
New First Name New Middle Name New Last Name

[Submit](#) [Request additional access](#)

Home Dashboard Profile **Applications** License Printing Helpful Links

Click on Application ID in order to continue with the application process or to check the status.

Credentialing Applications
All Applications

5+ items • Sorted by RS Licensing Application ID • Filtered by All credentialing applications • Updated a minute ago

[New Credentialing Application](#)

Search this list...

	RS Licensing ...	L...	Fl...	N...	Date...	Application Type	Licensure Type	Applic...	Last Modified By	Last Modifie...	M...	N...
1	RSLAN-0002862	Name	New	1234	10/7/2021	Name Change	Med Aide (MA)	Withdrawn	First Name Last Na...	10/7/2021 8:51 ...	1234...	
2	RSLAN-0002859	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 11:00 ...	1234...	
3	RSLAN-0002858	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 10:58...	1234...	
4	RSLAN-0002857	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 11:07 ...	1234...	
5	RSLAN-0002856	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 2:06 ...	1234...	

[Load More](#)

Figure 124. Applications page.

6.2 Addressing a deficiency cited by HHS staff

This section is applicable to applicants whose application was cited as a deficiency by HHS staff.

To address a deficiency on your application, please follow the steps below.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to display the following page: (see Figure 125).

The screenshot shows the Texas Unified Licensure Information Portal (TULIP) interface. At the top left is the Texas Health and Human Services logo. The page title is "Texas Unified Licensure Information Portal (TULIP)". A user profile dropdown menu shows "First Name Last Name". A navigation bar contains a home icon and the "NA / MA / NFA" tab. The main content area is titled "Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details". It features two dropdown menus: the first is labeled "Please select your role" and has "Applicant" selected; the second is labeled "Please select one" and has "New First Name New Middle Name New Last Name" selected. Below these are "Submit" and "Request additional access" buttons. A navigation menu includes "Home", "Dashboard", "Profile", "Applications", "License Printing", and "Helpful Links". The "Home" link is active. The main text reads: "Welcome to the Nursing Facility Administrator (NFA), Nurse Aide (NA) and Medication Aide (MA) online licensing system." Below this, contact information is provided: "The NFA program can be contacted at 512-438-2015 or NFA_Licensing_Program@hhs.texas.gov", "The NA program can be contacted at 512-438-2050 or NurseAideRegistry@hhs.texas.gov", "The MA program can be contacted at 512-438-2025 or Medication_Aide_Program@hhs.texas.gov", and "The NATCEP can be contacted at 512-438-2017 or Regulatory_NATCEP@hhs.texas.gov".

Figure 125. Applicant home page.

Click the Applications' tab to display the following page (see Figure 126).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role
Applicant

*Please select one
New First Name New Middle Name New Last Name

[Submit](#) [Request additional access](#)

Home Dashboard Profile **Applications** License Printing Helpful Links

Click on Application ID in order to continue with the application process or to check the status.

Credentialing Applications
All Applications

5+ Items • Sorted by RS Licensing Application ID • Filtered by All credentialing applications • Updated a few seconds ago

[New Credentialing Application](#)

Search this list...

	RS Licensing ...	L...	Fi...	N...	Date...	Application Type	Licensure Type	Applic...	Last Modified By	Last Modifie...	M...	N...
1	RSLAN-0002862	Name	New	1234	10/7/2021	Name Change	Med Aide (MA)	Incomplete	First Name Last Na...	10/7/2021 7:38 ...	1234...	
2	RSLAN-0002859	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 11:00 ...	1234...	
3	RSLAN-0002858	Name	New	1234	10/6/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/6/2021 10:58...	1234...	
4	RSLAN-0002857	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 11:07 ...	1234...	
5	RSLAN-0002856	Name	New	1234	10/5/2021	Name Change	Nursing Facility Administrator ...	Incomplete	First Name Last Na...	10/5/2021 2:06 ...	1234...	

[Load More](#)

Figure 126. Applications page.

The applications tab will display all applications previously submitted by applicants.

Select the application for which deficiency was cited or application which is in 'Response Required' status.

Nurse Aide(NA)/Med Aide(MA)/Nursing Facility Administrator(NFA) Details

*Please select your role
Applicant

*Please select one
First Name Middle Name Last Name 0708

[Submit](#) [Request additional access](#)

Home Dashboard Profile **Applications** License Printing Helpful Links

Click on Application ID in order to continue with the application process or to check the status.

Credentialing Applications
All Applications

1 Item • Sorted by RS Licensing Application ID • Filtered by All credentialing applications • Updated a few seconds ago

[New Credentialing Application](#)

Search this list...

	RS Licen...	Last Name	First ...	N...	Date ...	Application Type	Licensur...	Application St...	Last Modified By	Last Modified...	M...	N...
1	RSLAN-0002871	Last Name 0708	First Name		10/13/20...	Initial Med Aide Application	Med Aide (MA)	Response Requir...	Bharath Reddy Ker...	10/17/2021 8:25 AM		

Figure 127. Applications page.

Click on the application number to open the application (see Figure 128).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows the 'Personal Information' tab of a licensing application. At the top, there is a progress bar with tabs: Personal In... (selected), General St..., Experience..., Academic ..., Acknowled..., Attestation..., Military Pro..., Documents, Deficiencies, Summary, Payment, and Submit. Below the progress bar is a 'Profile Acknowledgement' section with a checked checkbox and the text: 'To the best of my knowledge, all the personal information provided under this profile is correct.' Below this is a 'Personal Information' section with fields for First Name, Middle Name, Last Name, and Date of Birth (DOB). The values are: First Name, Middle Name, Last Name 0708, and 7/1/2000. There are also fields for NA Certificate Number, NA Certificate Status (Prospective), MA Permit Number, MA Permit Status (Prospective), NFA License Number, and NFA License Status (Prospective). At the bottom, there are buttons for Next, Cancel, Save, and Withdraw.

Figure 128. Personal Information tab.

Go to 'Deficiencies tab' to view deficiencies cited by HHS staff (see Figure 129).

The screenshot shows the 'Deficiencies' tab of the licensing application. The progress bar at the top is the same as in Figure 128, but the 'Deficiencies' tab is now selected. Below the progress bar is a 'Deficiency in Item Experience Documentation Form' section. It includes a red circle with a slash icon, the text 'Deficiency in Item Experience Documentation Form', and buttons for Add Comment, Mark as Addressed, and Go to Step. Below this, there are fields for Resolved (No), Addressed by Provider (No), and Description (Please correct typo in school name. Portal Provided Comment). At the bottom, there are buttons for Previous, Next, Cancel, Save, and Withdraw.

Figure 129. Deficiencies tab.

This page displays deficiencies related to the application.

Click the 'Go to Step' button to move to the Deficiency tab.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows a navigation bar at the top with steps: Experience... (active), Academic ..., Acknowled..., Attestation..., Military Pro..., Documents, Deficiencies, Summary, Payment, and Submit. Below the navigation bar is the 'Experience Documentation Form'. A red banner at the top of the form contains the text: 'This section has deficiencies. Please navigate to Deficiency Tab for more information.' Below the banner, a message reads: 'Please correct typo in school name.' The form contains several input fields: 'Training School Name' (with a red squiggly line under 'School'), 'Place of Employment', 'MA School Street', 'School Street Line 2 (Optional)', and 'School City'. At the bottom of the form are buttons for 'Previous', 'Next', 'Cancel', 'Save', and 'Withdraw'.

Figure 130. Deficiency cited tab.

Correct the deficiency then return to the Deficiency tab. Click the 'Mark as Addressed' button then repeat the above steps if there are any additional deficiencies cited (see Figure 131).

The system will change the value of 'Addressed by Provider' to 'Yes'.

The screenshot shows the 'Deficiencies' tab in the system. At the top is the 'Applicant Information' section with a table of fields and values:

First Name	Middle Name	Last Name	Date of Birth (DOB)	Primary Email	Account Phone
First Name	Middle Name	Last Name 0708	7/1/2000	ovdrh9+e40c89eb2uihw@sharklase.com	(123) 456-7890
NA Certificate Number	NA Certificate Status	MA Permit Number	MA Permit Status	NFA License Number	NFA License Status
	Prospective		Prospective		Prospective
Licensure Type	Application Type				
Med Aide (MA)	Initial Med Aide Application				

Below the table is a navigation bar with steps: Deficiencies (active), Summary, Payment, and Submit. The main content area shows a deficiency: 'Deficiency in Item Experience Documentation Form'. To the right of this title are buttons for 'Add Comment', 'Mark as Addressed', and 'Go to Step'. Below the title, the status is 'Resolved' and 'No'. The 'Addressed by Provider' field is set to 'Yes'. The 'Description' field contains the text: 'Please correct typo in school name.' Below the description is a 'Portal Provided Comment' field. At the bottom of the form are buttons for 'Previous', 'Next', 'Cancel', 'Save', and 'Withdraw'.

Figure 131. Deficiencies tab.

Licensing and Credentialing Systems Training Guide for MA Schools
Licensing Applicants

After all deficiencies have been addressed, the system will automatically resubmit the application.

Click on 'NA/MA/NFA' tab to return to the Licensing Applicant page.

6.3 Incomplete application validation

The system will display an error message to licensing applicants either when attempting to create one or more applications for same license type (NA, MA, NFA) or who already has a pending or an unapproved application for same license type.

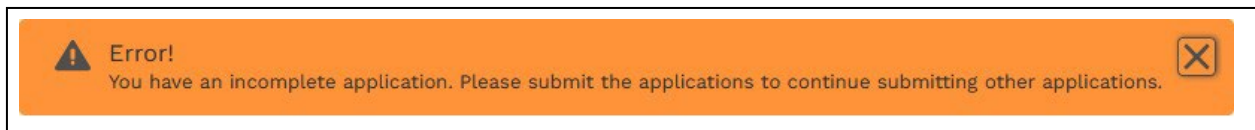


Figure 132. Incomplete application validation error.

This validation was added to prevent applicants from submitting multiple applications for same license type. You can create additional applications for the same license type if there are no pending or unapproved applications associated with your profile.

6.4 Locked applications

An application is considered as locked if it is in one of the following statuses:

- Approved
- Denied
- Withdrawn
- In-review

When an application is in any of the above-mentioned statuses, applicants will only have limited access or no access to the application.

System will display a pop-up message as shown below:

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

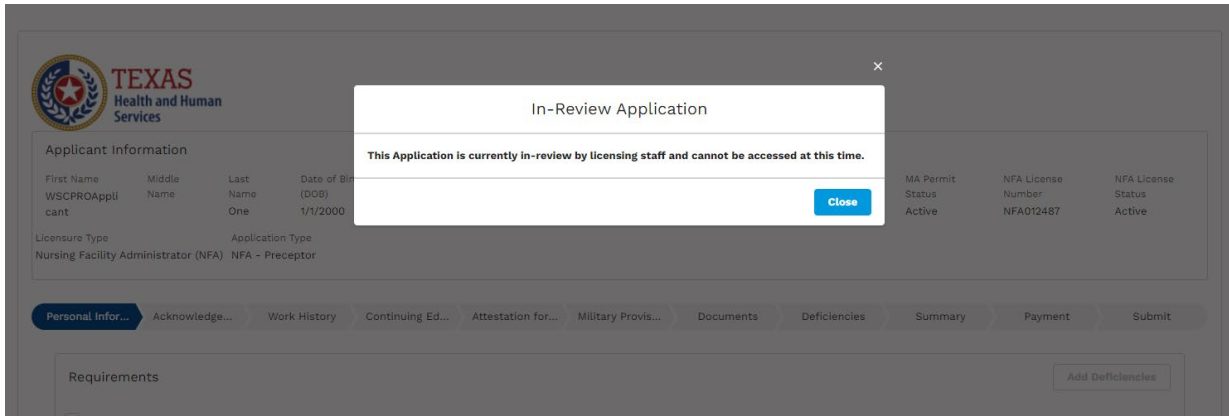


Figure 133. In-Review Application.

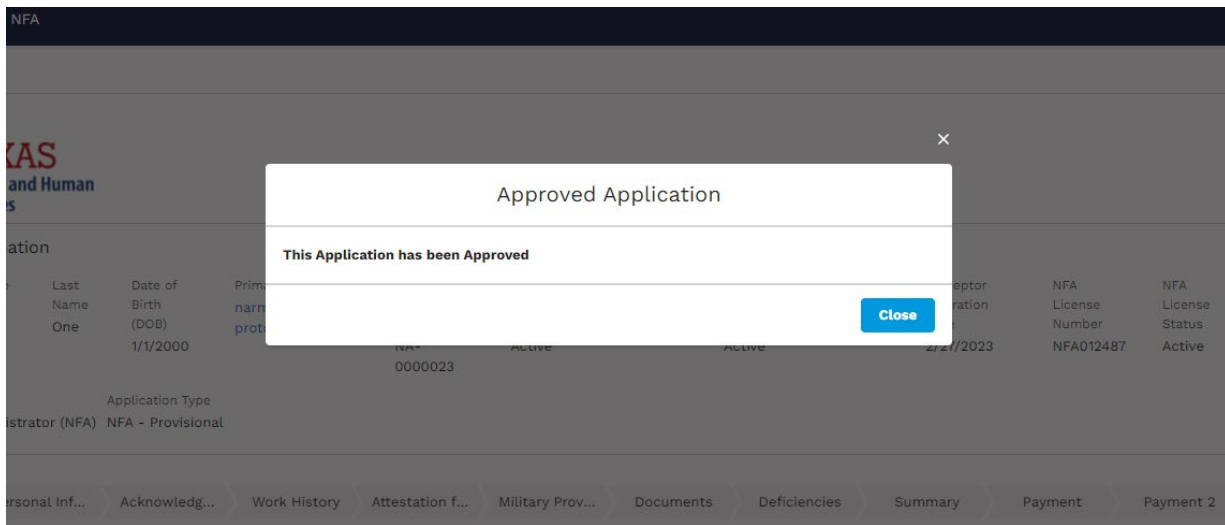


Figure 134. Approved Application.

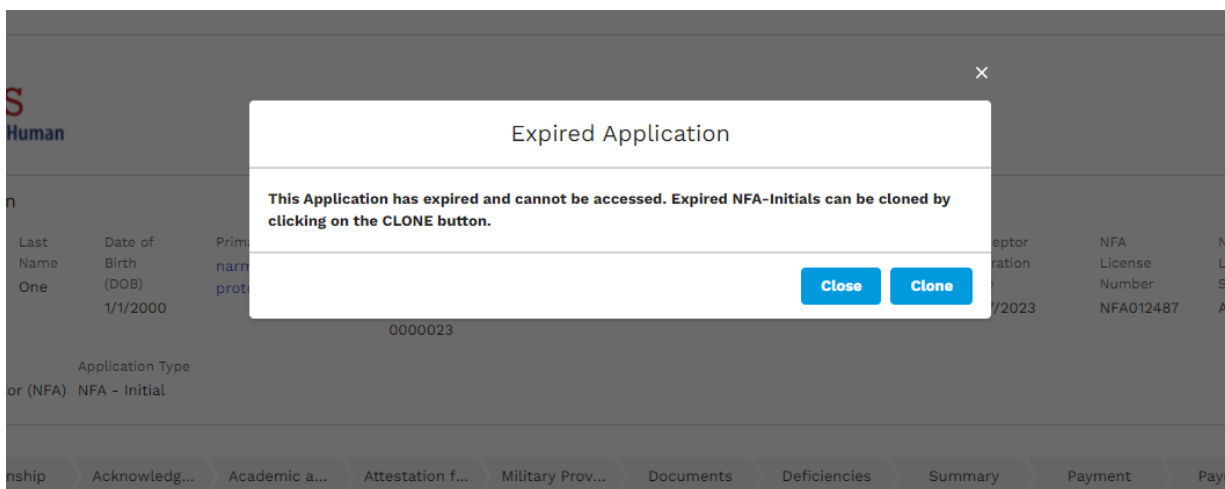


Figure 135. Expired Application.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

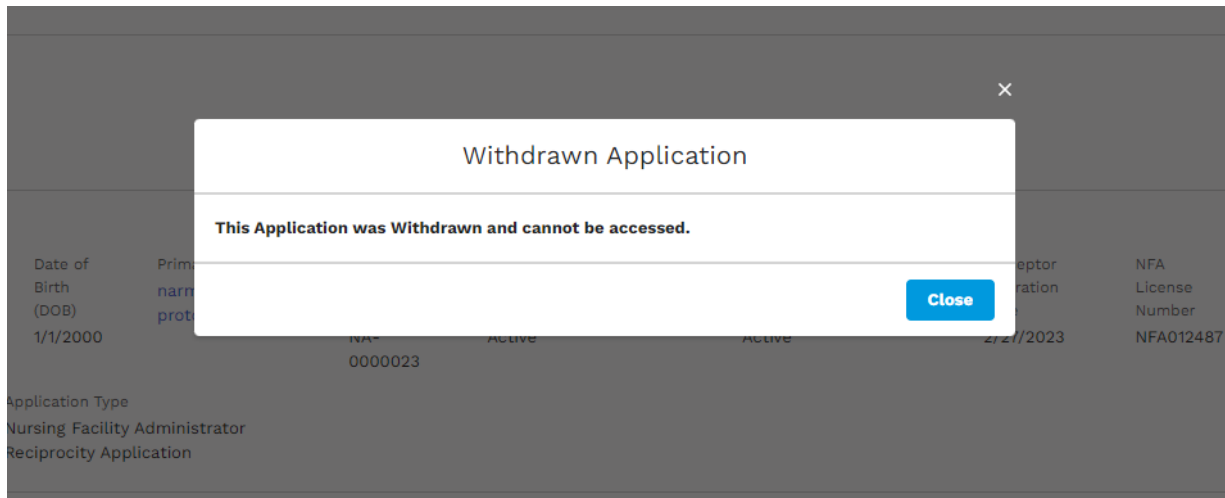


Figure 136. Withdrawn Application.

6.5 Payments

This section is applicable to applicants whose application requires payment.

Please see below steps on how to make a payment and how to make a second payment (for applications which require second payment).

6.5.1 Make a payment

When you are filling out an application, you will come across 'payment' tab where system provides you an option to choose payment type.

Available payment types are

- ACH – Account transfer
- Credit Card
- Paper Check/Money Order

The screenshot displays the 'Payment' tab of an application system. At the top, a green progress bar indicates the current step is 'Payment', with other steps like 'Application Details', 'Application Type', 'Application Status', 'Application Date', 'Payment 2', and 'Submit' also visible. Below the progress bar, the 'APPLICATION DETAILS' section contains four input fields: 'Application ID' (RSLAN-0002886), 'Application Type' (NFA - Initial), 'Application Status' (Payment Pending), and 'Application Date' (Oct 17, 2021). The 'ONLINE PAYMENTS' section features a dropdown menu with options: '--Select a Payment Type--', 'ACH', 'Credit Card', and 'Paper Check/Money Order'. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Save', 'Cancel', 'Withdraw', and 'Clone'.

Figure 162. Payment tab.

To make a payment using ACH – Account transfer, please see below steps

- Select payment type as 'ACH'
- Click on button 'Pay Now at Texas.gov'

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot shows a web interface for the 'Payment' tab. At the top, a progress bar indicates the current step is 'Payment', with previous steps marked with checkmarks and subsequent steps labeled 'Payment 2' and 'Submit'. Below the progress bar, the 'APPLICATION DETAILS' section contains the following information:

- Application ID: RSLAN-0002886
- Application Type: NFA - Initial
- Application Status: Payment Pending
- Application Date: Oct 17, 2021

The 'ONLINE PAYMENTS' section includes a note: "NOTE: This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State." Below the note, the 'Payment Type' is set to 'ACH'. A table displays the charges:

CHARGE DESCRIPTION	AMOUNT
Texas.gov Price	\$100.00

A blue button labeled 'Pay Now at Texas.gov' is centered below the table, with a note: "This link will expire in 27:01". A text box below the button provides instructions: "Please be advised that completing payment at Texas.gov does **not** complete the submission of this application. Once payment is processed, you will be presented with a confirmation screen. You must click the blue Continue button at the bottom of the confirmation screen on Texas.gov to return to this application and click Submit Application on the final step." At the bottom of the form, there are navigation buttons: 'Previous', 'Next', 'Save', 'Cancel', 'Withdraw', and 'Clone'.

Figure 163. Payment tab.

- System will take automatically direct you to Texas.gov payment website

The screenshot shows the 'Payment' step in a four-step process: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Payment' section is active and contains the following elements:

- Payment Type:** A dropdown menu is set to 'Electronic Check'. Below it, there is a checkbox labeled "Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").".
- Customer Information:** A section header for the next step.
- Payment Information:** A section header for the next step.
- Buttons:** A green 'Next >' button is located to the right of the 'Payment Type' section, and a grey 'Cancel' button is at the bottom left.

On the right side of the interface, there is a 'Transaction Summary' box with the following details:

Item	Amount
HHSC License	\$100.00
Texas.gov Price	\$100.00

Below the summary is a 'Need Help?' section with the text: "Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction."

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Figure 164. Texas.gov Payment.

- Click next to see below page

The screenshot displays the 'Payment' section of the Texas.gov application process. At the top, a progress bar shows four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment, and 4. Submit Payment. The main content area is titled 'Payment' and includes a sub-section for 'Electronic Check'. Below this is the 'Customer Information' section, which contains several required fields: Country (dropdown menu set to 'United States'), First Name, Last Name, Address, Address 2, City, State (dropdown menu set to 'Select State'), ZIP/Postal Code, Phone Number, and Email. A green 'Next >' button is located at the bottom right of the form. A 'Cancel' button is located at the bottom left. To the right of the main form is a 'Transaction Summary' sidebar showing 'HHSC License \$100.00' and 'Texas.gov Price \$100.00'. Below the summary is a 'Need Help?' section with the text 'Please complete the Customer Information Section'.

Figure 165. Texas.gov Electronic Check page 2.

- Enter all details and click on next to see below page

1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Electronic Check

Customer Information ✓

Address: First Name Last Name, 100 Test St, Austin, TX 78751
Phone Number: 1234567890
Country: United States
Email Address: a@gmail.com

Payment Information

Name on Account * Complete all required fields [*]

Routing Number * Account Number * ⓘ

Re-enter Account Number *

Checking Savings

Next >

Cancel

Transaction Summary

HHSC License	\$100.00
Texas.gov Price ⓘ	\$100.00

Need Help?

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

Figure 166. Texas.gov Electronic Check page 3.

- Enter bank account details and click next to see below page

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Electronic Check

Customer Information ✓ [Edit](#)

Address
First Name Last Name: 100 Test St, Austin, TX 78751
Phone Number: 1234567890

Country: United States **Email Address**: a@gmail.com

Payment Information ✓ [Edit](#)

Electronic Check: ****1111 **Name on Account**: First Name Last Name

Terms and Conditions [Open a new window to print](#)


Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.

By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

Yes, I authorize this transaction.

Verification

I'm not a robot  [Privacy](#) - [Terms](#)

[Cancel](#) [Submit Payment](#)

Transaction Summary

HHSC License	\$100.00
Texas.gov Price ⓘ	\$100.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Figure 167. Texas.gov Electronic Check page 4.

- Click the 'Submit Payment' button. The system will display below confirmation page if payment was successful (see Figure 168).

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. Please click the "continue" button at the bottom of this page to return to the HHSC Online Licensing page.

[Print](#)

Transaction Summary

Description	Amount
HHSC Licensing Fee	\$100.00
Texas.gov Price	\$100.00

Customer Information

Customer Name	First Name Last Name	Receipt Date	10/17/2021
Local Reference ID	529MN479449207	Receipt Time	09:16:33 AM CDT

Payment Information

Payment Type	Electronic Check	Account Number	*****1111
		Order ID	61510522

Billing Information

Billing Address	100 Test St	Phone Number	1234567890
Billing City, State	Austin, TX		
ZIP/Postal Code	78751		
Country	US		

This receipt has been emailed to the address below.

Email Address	a@gmail.com
---------------	-------------

[Continue](#)

Figure 168. Texas.gov Payments Receipt Confirmation.

- Click the 'Continue' button to go back to the application and submit the application.

Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.

To make a payment using Credit Card, please see below steps

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

- Select payment type as 'Credit Card'
- Click the 'Pay Now at Texas.gov' button (see Figure 169).

The screenshot shows a web interface for the 'Payment' tab. At the top, a progress bar indicates the current step is 'Payment', with previous steps marked with checkmarks and subsequent steps labeled 'Payment 2' and 'Submit'. Below the progress bar, the 'APPLICATION DETAILS' section contains four input fields: 'Application ID' (RSLAN-0002887), 'Application Type' (NFA - Initial), 'Application Status' (Payment Pending), and 'Application Date' (Oct 17, 2021). The 'ONLINE PAYMENTS' section features a note about the service provided by Texas.gov, a 'Payment Type' dropdown menu set to 'Credit Card', and a table with one row: 'Texas.gov Price' for '\$102.51'. A blue button labeled 'Pay Now at Texas.gov' is centered below the table, with a warning that the link expires in 28:33. A text box below the button provides instructions on completing the payment and returning to the application. At the bottom, a navigation bar includes buttons for 'Previous', 'Next', 'Save', 'Submit', 'Withdraw', and 'Clone'.

CHARGE DESCRIPTION	AMOUNT
Texas.gov Price	\$102.51

Figure 169. Payment tab.

- The system will automatically direct you to the Texas.gov payment website (see Figure 170).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information Complete all required fields [*]

Country *
United States

First Name * Last Name *

Address *

Address 2

City * State *
 Select State

ZIP/Postal Code *

Phone Number *

Email * ?

Next >

Payment Information

Cancel

Transaction Summary

HHSC License	\$102.51
Texas.gov Price ?	\$102.51

Need Help?

Please complete the Customer Information Section

Figure 170. Texas.gov Payments page 1.

- Enter all details and click on next to see below page (see Figure 171).

1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓ [Edit](#)

Address
First Name Last Name
100 Test St
Austin, TX 78751

Phone Number
1234567890

Country
United States

Email Address
a@g.com

Payment Information

Credit Card Number * ?

Credit Card Type Complete all required fields [*]

Expiration Month *

Expiration Year *

Security Code * ?

Name on Credit Card *

[Next >](#)

[Cancel](#)

Transaction Summary

HHSC License	\$102.51
Texas.gov Price ?	\$102.51

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Figure 171. Texas.gov payments page 2.

- Enter credit card details then click the 'Next' button to see below page (see Figure 172).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

The screenshot displays a payment interface with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The main form is titled 'Payment' and contains the following sections:

- Payment Type:** Labeled 'Credit/Debit Card' with a green checkmark and an 'Edit' button.
- Customer Information:** Contains fields for Address (First Name Last Name, 100 Test St, Austin, TX 78751), Phone Number (1234567890), Country (United States), and Email Address (a@g.com). It includes an 'Edit' button.
- Payment Information:** Contains fields for Credit Card (Visa ****1111, Exp. 01/2023) and Name on Credit Card. It includes an 'Edit' button.
- Verification:** Includes a checkbox for 'I'm not a robot' and a CAPTCHA image with a 'NoCAPTCHA Privacy - Terms' link.

At the bottom of the form are 'Cancel' and 'Submit Payment' buttons. To the right, a 'Transaction Summary' sidebar shows:

HHSC License	\$102.51
Texas.gov Price	\$102.51

Below the summary is a 'Need Help?' section with the text: 'Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.'

Figure 172. Texas.gov payments page 3.

- Click the 'Submit Payment' button. The system will display the below confirmation page if the payment was successful (see Figure 173).

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. Please click the "continue" button at the bottom of this page to return to the HHSC Online Licensing page.

[Print](#)

Transaction Summary

		Receipt Confirmation
Description		Amount
HHSC Licensing Fee		\$102.51
Texas.gov Price		\$102.51

Customer Information

Customer Name	First Name Last Name	Receipt Date	10/17/2021
Local Reference ID	529MN482896899	Receipt Time	10:10:16 AM CDT

Payment Information

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	81510800

Billing Information

Billing Address	100 Test St	Phone Number	1234567890
Billing City, State	Austin, TX	This receipt has been emailed to the address below.	
ZIP/Postal Code	78751	Email Address	a@g.com
Country	US		

[Continue](#)

Figure 173. Texas.gov payment receipt confirmation.

- Click the 'Continue' button to go back to the application and submit the application.

Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.

To make a payment using Paper Check/Money Order, please see below steps

- Select Payment Type as 'Paper Check/Money Order'
- Click the button 'Generate Payment Coupon'

The screenshot displays the 'Payment' tab of an application system. At the top, a progress bar shows several steps completed with green checkmarks, followed by the current 'Payment' step in blue, and 'Payment 2' and 'Submit' steps in grey. Below the progress bar, the 'APPLICATION DETAILS' section contains four input fields: 'Application ID' (RSLAN-0002890), 'Application Type' (NFA - Initial), 'Application Status' (Payment Pending), and 'Application Date' (Oct 17, 2021). The 'ONLINE PAYMENTS' section features a note about the service provided by Texas.gov, a 'Payment Type' dropdown menu set to 'Paper Check/Money Order', and a table with one row: 'Price' for '\$100.00'. Below the table is a checkbox for 'I understand that in order to complete this application, I must mail in the coupon with fee.' and a blue 'Generate Payment Coupon' button. At the bottom, a navigation bar includes buttons for 'Previous', 'Next', 'Save', 'Cancel', 'Withdraw', and 'Clone'.

Figure 174. Payment tab.

- The system will automatically direct you to a new page where a payment coupon will be displayed
- To print the coupon, submit the coupon along with paper check to address displayed on the coupon
- Return to the application, go to the 'Submit' tab then click the 'Submit' button.

6.5.2 Making a second payment

Some applications require a second payment. You will be notified by HHS if your application requires a second payment.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Please see below steps on how to make a second payment.

Go to NA/MA/NFA tab and select your role as 'Applicant' then select the applicant name to display the following page (see Figure 175).

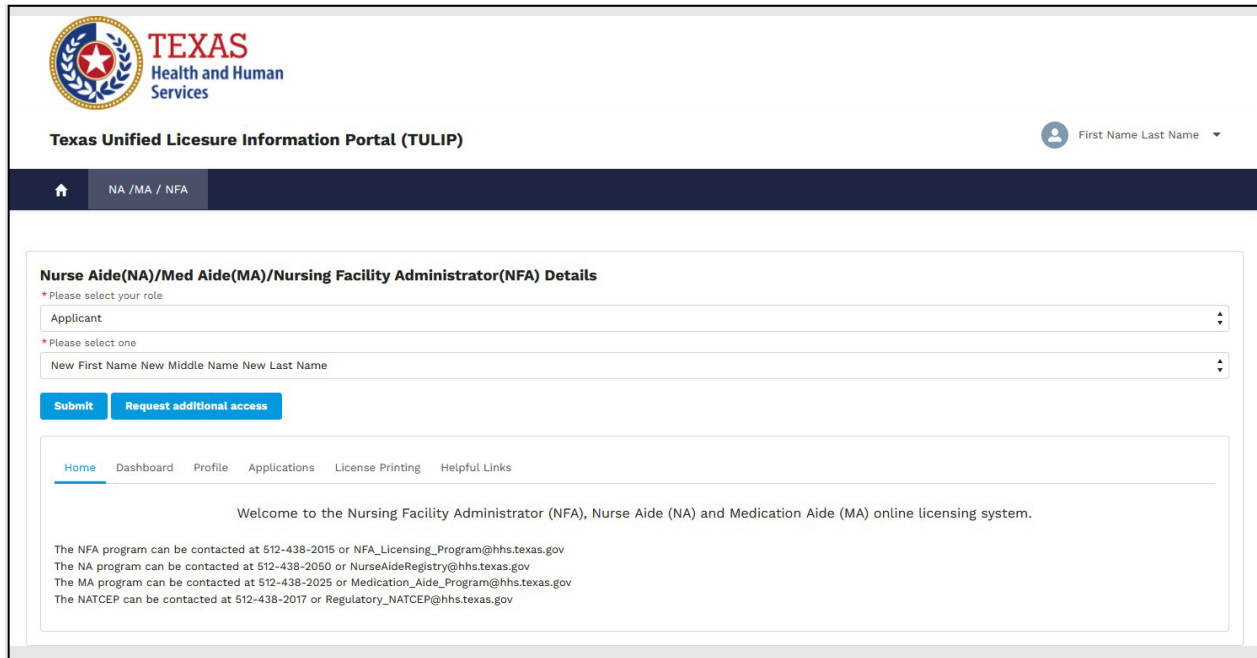


Figure 175. Applicant home page.

Click the Applications' tab to display the following page (see Figure 176).

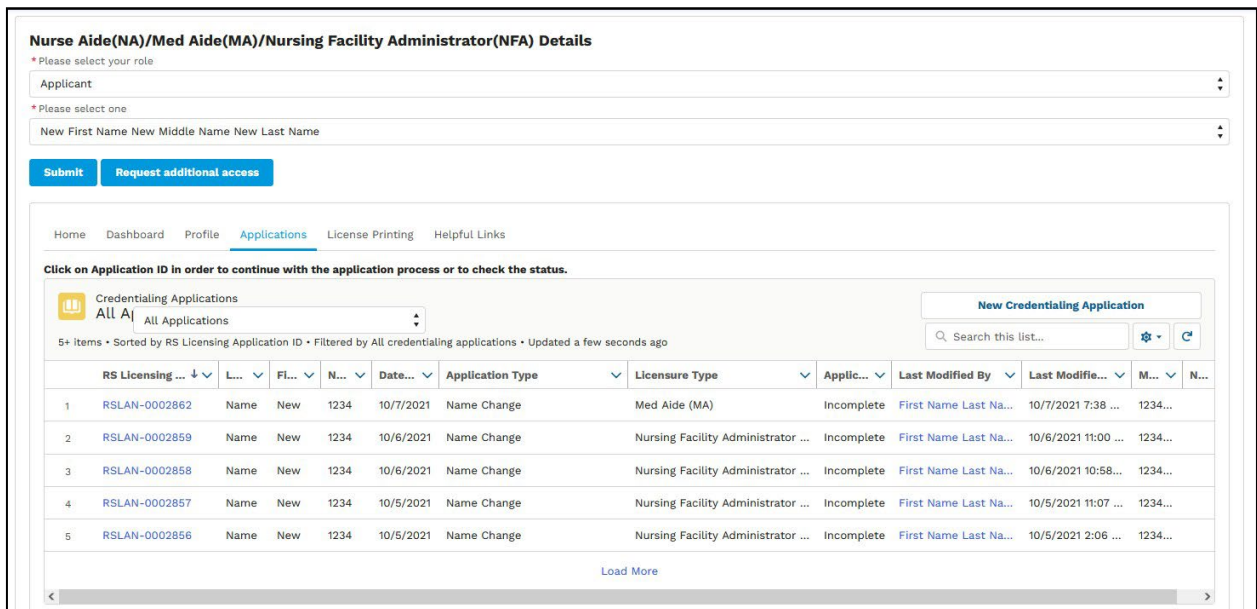


Figure 176. Applications page.

The Applications tab will display all applications previously submitted by applicants.

Select the application for which second payment is required or application which is in 'Payment Pending License Fee' status.

Go to 'Payment 2' tab to display the following page (see Figure 177).

This Application does not require payments please proceed to Submit.

APPLICATION DETAILS

Application ID: RSLAN-0002891

Application Type: NFA - Provisional

Application Status: Payment Pending License Fee

Application Date: Oct 17, 2021

ONLINE PAYMENTS

NOTE: This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Payment Type: --Select a Payment Type--

Previous Next Save Cancel Withdraw

Figure 177. Payment 2 tab.

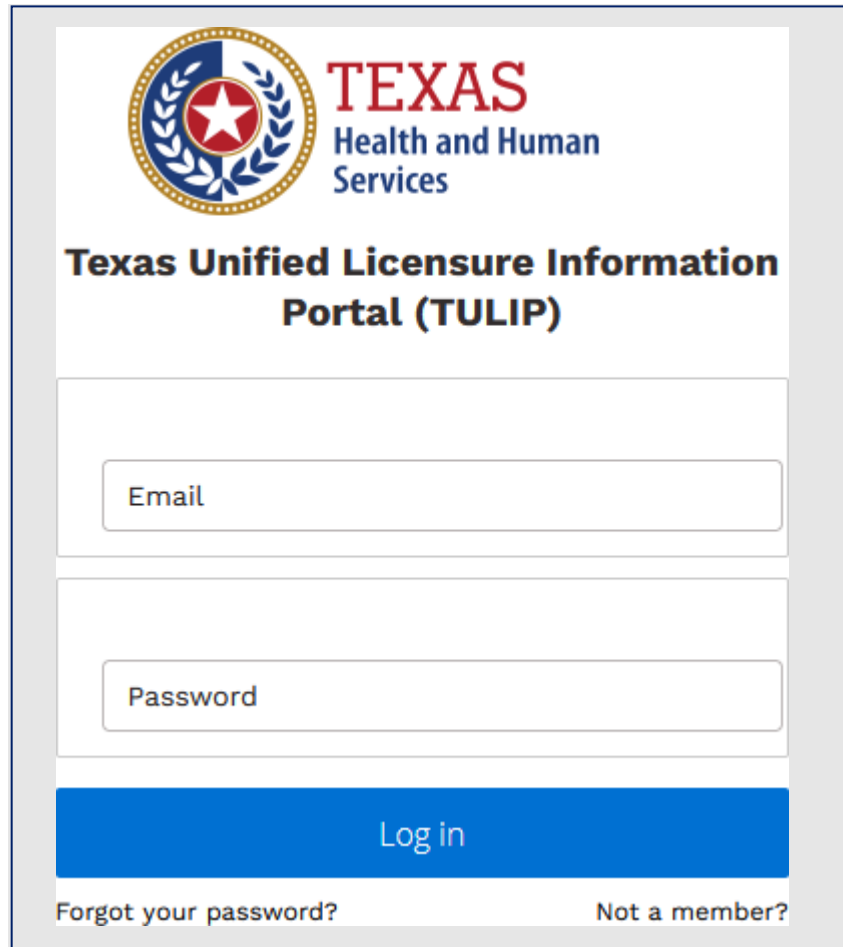
Please see steps mentioned above in this section 6.5 [Payments](#) to see how to continue with making payment and submitting the application.


6.6 Changing email

Note: This section is applicable to applicants who have already registered and want to change/update their email address.

Please see below steps on how to change email

Go to link <https://txhhs.force.com/TULIP/s/login/> and you will be presented with below page (see Figure 178).



 **TEXAS**
Health and Human
Services

**Texas Unified Licensure Information
Portal (TULIP)**

Email

Password

Log in

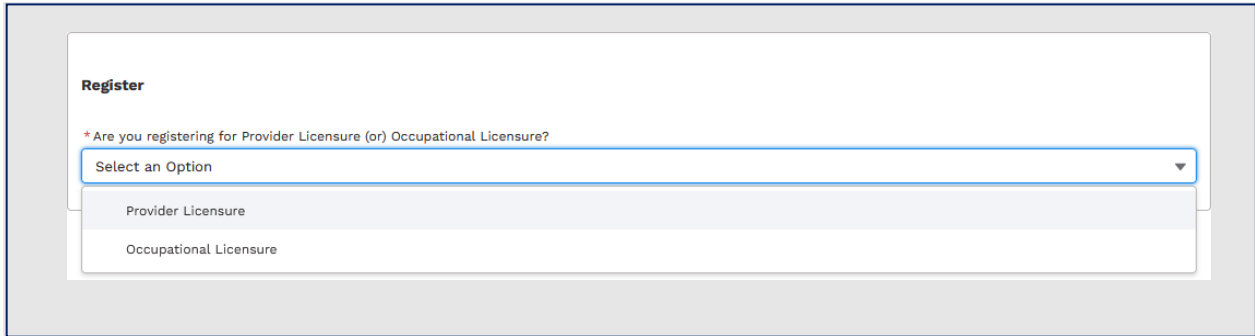
[Forgot your password?](#) [Not a member?](#)

Figure 178. TULIP login page.

Click on link 'Not a member' and you will be provided with two options as shown in below page

- **Provider Licensure** – This is for LTC providers who want to submit applications for facility/agency license.
- **Occupational Licensure** – This is for NFA licensing applicants.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



Register

* Are you registering for Provider Licensure (or) Occupational Licensure?

Select an Option

- Provider Licensure
- Occupational Licensure

Figure 179. TULIP registration initial page.

Note: Fields marked with * are required.

Select 'Occupational Licensure' to display the following page (see Figure 180).



Register

Please review the following definitions, to register with the right role :

* Are you registering for Provider Licensure (or) Occupational Licensure?

Occupational Licensure

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Please enter your Social Security Number (SSN)

222-11-1222

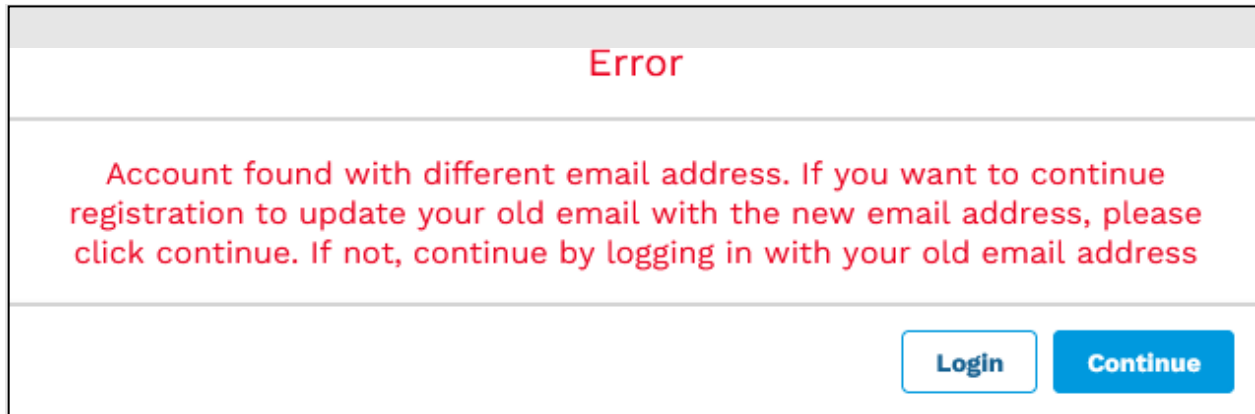
* Please enter your Email Id

NewEmail@gmail.com

Figure 180. Occupational Licensure page.

Please enter your Social Security Number (SSN) and email ID (email address) to see the message below.

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants



The screenshot shows an error message in a white box with a red border. At the top, the word "Error" is written in red. Below it, a red message reads: "Account found with different email address. If you want to continue registration to update your old email with the new email address, please click continue. If not, continue by logging in with your old email address". At the bottom right, there are two buttons: "Login" (white with a blue border) and "Continue" (solid blue).

Figure 181. Account found error page.

Click the 'Continue' button to display the following page (see Figure 182).



The screenshot shows a registration form titled "Register". It contains the following elements:

- A heading "Register" and a prompt: "Please review the following definitions, to register with the right role :".
- A dropdown menu with the label "* Are you registering for Provider Licensure (or) Occupational Licensure?" and the selected option "Occupational Licensure".
- Another prompt: "Please review the following definitions, to register with the right role :".
- Two definitions:
 - Licensing Applicant:** Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.
 - Nursing Facility Administrator (NFA):** Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.
- Three input fields with labels:
 - * Please enter your Social Security Number (SSN) with the value "222-11-1222".
 - * Please enter your Email Id with the value "NewEmail@gmail.com".
 - * Please enter your Old Email Id (empty).
- A "Submit" button at the bottom.

Figure 182. Occupational Licensure page.

Enter your old email ID (email address) to validate the change then click the 'Submit' button to see below confirmation message (see Figure 183).

Licensing and Credentialing Systems Training Guide for MA Schools Licensing Applicants

Register

Please review the following definitions, to register with the right role :

* Are you registering for Provider Licensure (or) Occupational Licensure?

Occupational Licensure

Please review the following definitions, to register with the right role :

Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

Nursing Facility Administrator (NFA): Nursing Facility Administrator (NFA) is person who is licensed to engages in the practice of nursing facility administration in an institution or facility that's licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

* Please enter your Social Security Number (SSN)

222-11-1222

* Please enter your Email Id

NewEmail@gmail.com

* Please enter your Old Email Id

narmarnfa+222111222@protonmail.com

Submit

Email changed Successfully, please check your email for your new username to login.

Figure 183. Confirmation message.

Check your new email for a message from TULP to complete email change. Thereafter you should be able to log into TULIP with the new email address.