

## HOW TO SCHEDULE TEST TAKERS

As a Training Provider (TP), it is your responsibility to schedule your students to take the nurse aide exam.

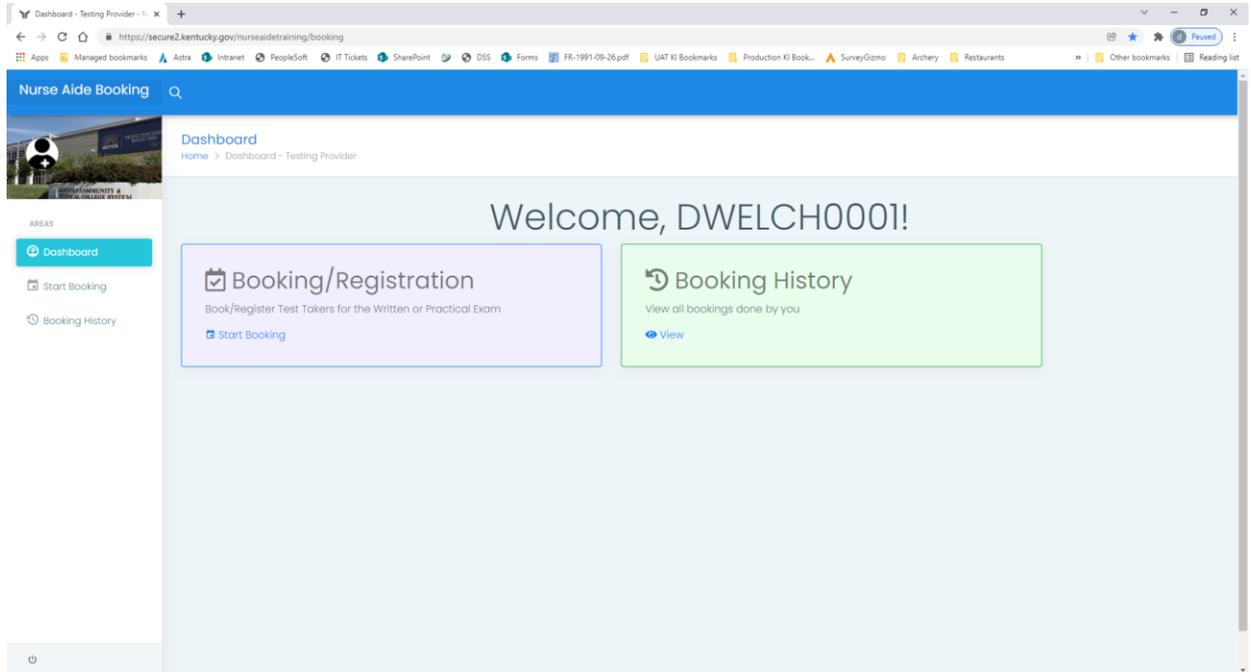
### [Booking](#)

Save the above URL in favorites/bookmark and title as **MNA Test Booking**. We ask that you save this as the same file name and URL name so support may be provided if assistance if needed.

### **Process:**

1. Open booking URL listed above.
2. Sign in Kentucky.gov credentials.
  - a. If you have not created your Kentucky.gov credentials, please [follow the directions](#) to create and report your username to KCTCS.
  - b. If you need support in creating your Kentucky.gov username please contact [support@kentucky.gov](mailto:support@kentucky.gov). They cannot give you access to the application or answer any questions regarding online nurse aide testing.
  - c. The username you supplied will be linked to your training provider number and you will be notified when you have access to the system. The username is cut and pasted from what you provided.
  - d. Attempting to login and failing will result in your account being locked. Please contact [support@kentucky.gov](mailto:support@kentucky.gov) to unlock your account.

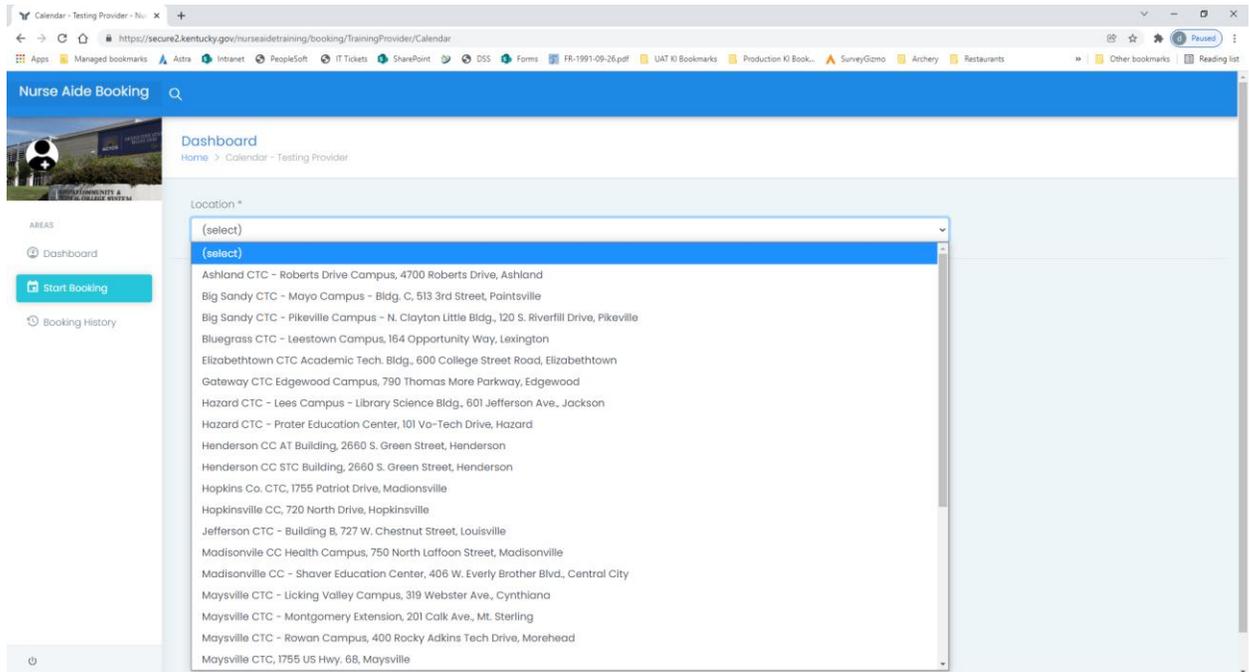
3. On your dashboard, navigate to the Booking/Registration tile and select/click on “start booking”



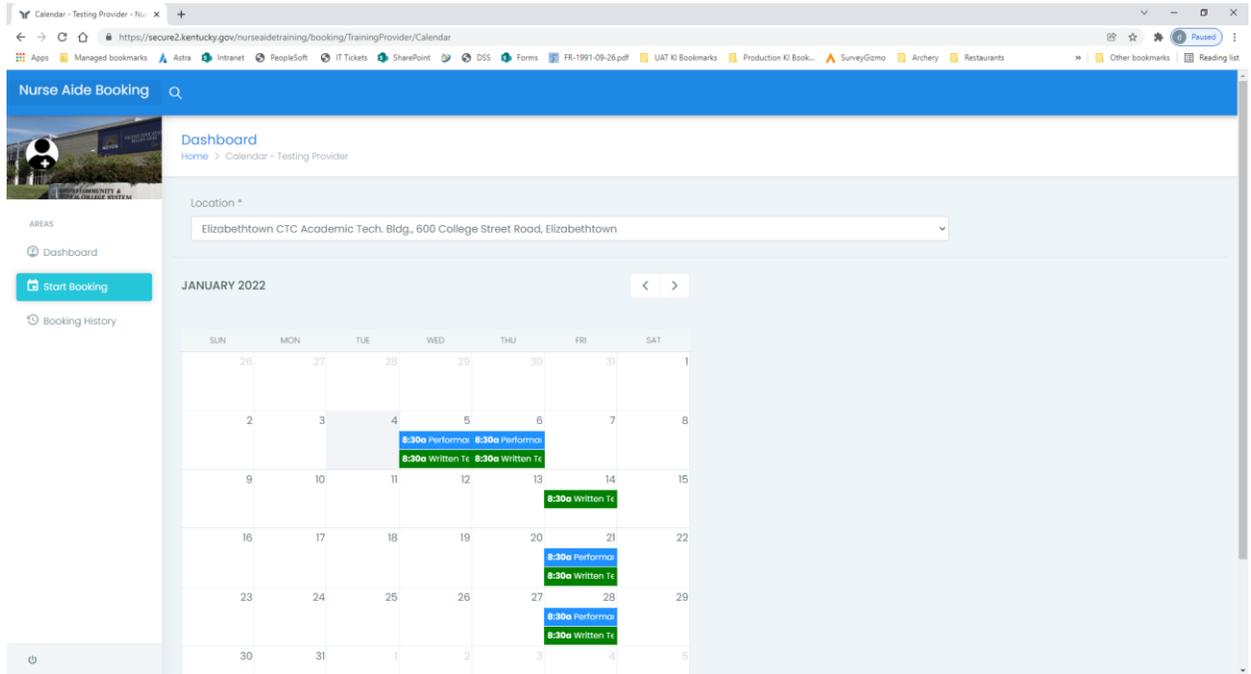
4. Select any testing center from the drop-down box that you would like to check for open testing dates.

Note: TP's can go to any testing location they want. Therefore, all testing locations that have any published dates will be on this list. You may want to check all testing locations for one particular date. You may only want to check the testing location that is closest to them. It is your choice.

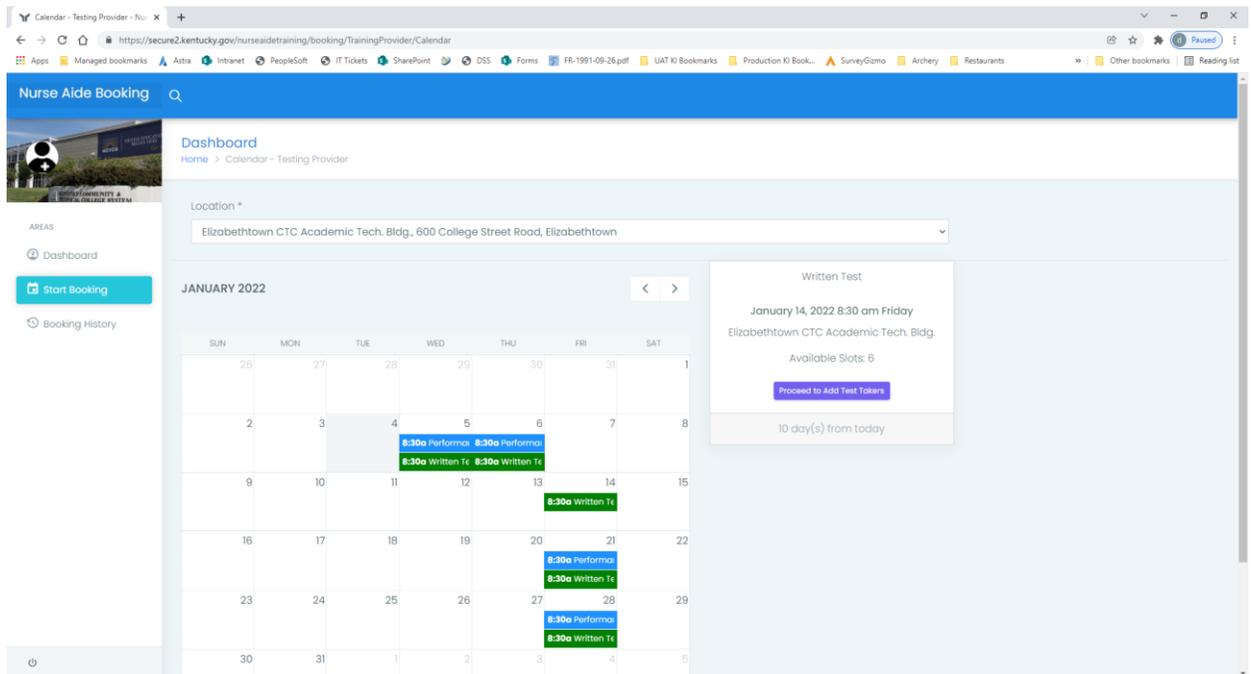
Some testing sites will only offer the performance exam, some testing sites only offer the written exam, and some testing sites offer both parts of the test. You must schedule each part of the test individually.



5. This testing location has published dates both parts of the test on multiple days.



You can click on each test date/time to see more information about each. This will include the number of available seats for that testing session.



6. When you are ready to book, click on “Proceed to Add Test Takers”.
7. Complete information on screen - Accuracy is critical
  - a. Incorrect SS # will impact their ability to verify their identity on the day of testing
  - b. Incorrect email address will not allow the system to send them notifications, including test reservations, test cancellations, and test results. It is your responsibility to ensure that your students/employees know the test date/time/location you reserved on their behalf. Missed test appointments will result in the individual needing to be rescheduled and repay.

The screenshot shows a web browser window with the URL <https://ncky-nurseaide-booking-uat.azurewebsites.net/TrainingProvider/Calendar#>. The page title is "Nurse Aide Booking". On the left, there is a sidebar with "Start Booking" and "Booking History" buttons. The main content area is titled "Legacy Testing" and "Available Slots: 3". The form contains the following fields:
 

- First Name \*
- Last Name \*
- SSN \*
- Date of Birth \* (mm/dd/yyyy)
- Email \*
- Special Requirements (dropdown menu, currently set to "None")
- Facility ID (dropdown menu, currently set to "(Select)")
- Training Completion Date \* (mm/dd/yyyy)

 Below these fields is an "Add another Test Taker" button. A "Payment Method" section shows "Credit Card" selected with a radio button. At the bottom of the form is a "Continue" button.

8. Choose Continue
9. If test date is LESS than five days away -credit card information will appear to be completed.

The screenshot shows a web browser window with the URL <https://secure.test.kentucky.gov/PaymentServices/Hosted/MakePayment.aspx?cardid=75e645c-f5e5-48b8-972b-9316b0bb74ef>. The page title is "KCTCS Nurse Aide Testing". The "Select Payment Type" section has a green bar with "CREDIT CARD" selected. The "Card Details" section includes:
 

- Card Number (required)
- Expiration Date (required) (01/2021)
- Security Code (required)

 Below this is a note: "No spaces or dashes, please." and a "Help" link. The "Cardholder Details" section includes:
 

- Name (required)
- Country (required) (United States)
- Address Line 1 (required)
- Address Line 2
- City (required)
- State (required)
- Zip Code (required)

 On the right, a "Summary" table shows:
 

CINDY LAUPER	\$75.00
Item Price: \$75.00	
Quantity: 1	
Sub Total	\$75.00
Service Fee	\$2.21
<b>Total</b>	<b>\$77.21</b>

OR

- If test date is GREATER than five days away- an email will be sent to request payment authorization. Credit card will be charged FIVE days from test. NO REFUNDS will be given.
- If you are a training provider that will be invoiced in the new system, you will not see the credit card payment screen.
- Each tester will receive an email from the system for each test scheduled giving them the date, time, and location of the test. Please refer to the local testing college nurse aide testing page for additional information.

**Note: You must repeat this process for each test type, written and/or performance if you need to book both parts of the test.**

The Department of Medicaid Services will accept receipts for payment from facilities for that submit reimbursement requests. The receipts will include the individuals that were scheduled for testing.

### Things to Keep in Mind

The screen may return to the login screen for KY.gov due to timing out as you look at your notes, etc. This is ok, you will just need to log back in.

You have 60 minutes to complete the booking/payment process before your testing slot will be forfeited and you will be required to start over.

You must schedule both parts of the test independently of each other.

Accurate tester information is critical.

- a. Incorrect SS # will impact their ability to verify their identity on the day of testing
- b. Incorrect email address will not allow the system to send them notifications, including test reservations, test cancellations, and test results. It is your responsibility to ensure that your students/employees know the test date/time/location you reserved on their behalf. Missed test appointments will result in the individual needing to be rescheduled and repay.

[Support@kentucky.gov](mailto:Support@kentucky.gov) **cannot** provide any support for the online nurse aide testing application. They can only support you if you have problems creating your ky.gov account.

Please email [nurseaidetesting@kctcs.edu](mailto:nurseaidetesting@kctcs.edu) for support with the online testing application. Your email will be answered in the order received during support hours.