

Nurse Aide (KCTCS)



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Document Version: 1.0

Created Date: 01/25/2022

Document Control Information

Document Identification:	Nurse Aide (KCTCS) Training Manuel
Document Name:	Students Booking their Own Test
Document Author:	Ramya Boddu
Document Version	1.0

Revision History

Version	Date	Addition/Modifications	Prepared/Revised by
1.0	01/25/2022	Initial Creation	Ramya Boddu

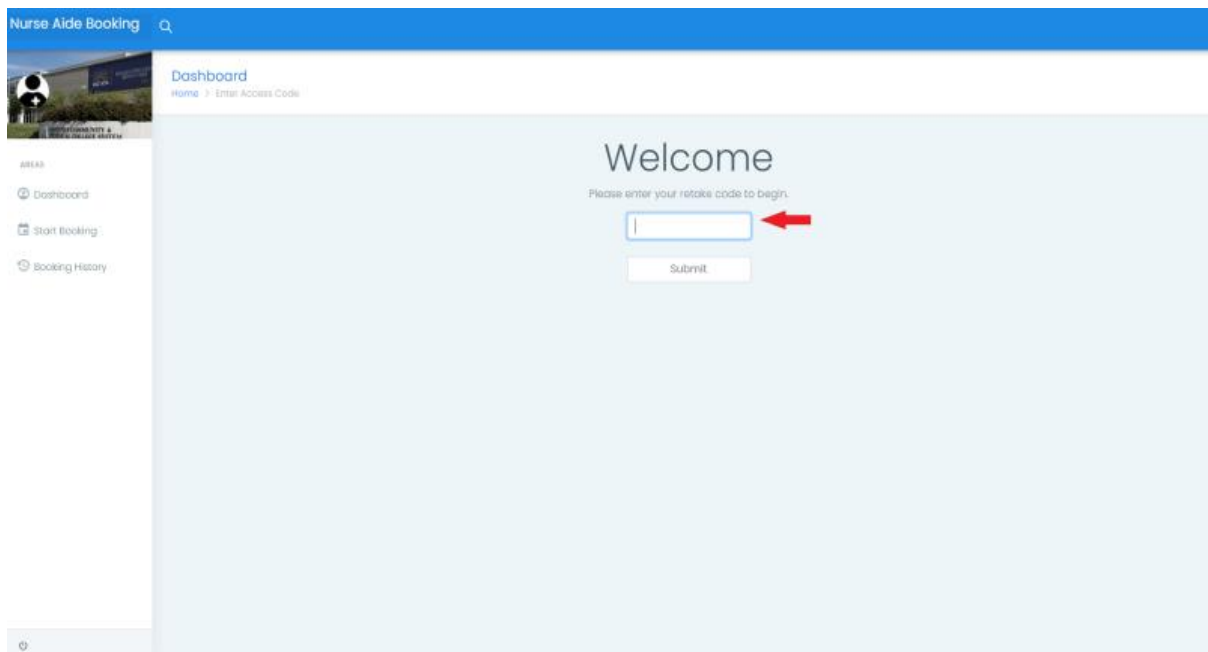
Students booking their own test:

Below are the steps involved for the student to book their own test. The student will need a retake code to schedule a test. This retake code will be available in “Kentucky Medicaid Nurse Aide Competency Evaluation Results” letter. If you don’t have one or incase lost, this code can be generated by an OLA.

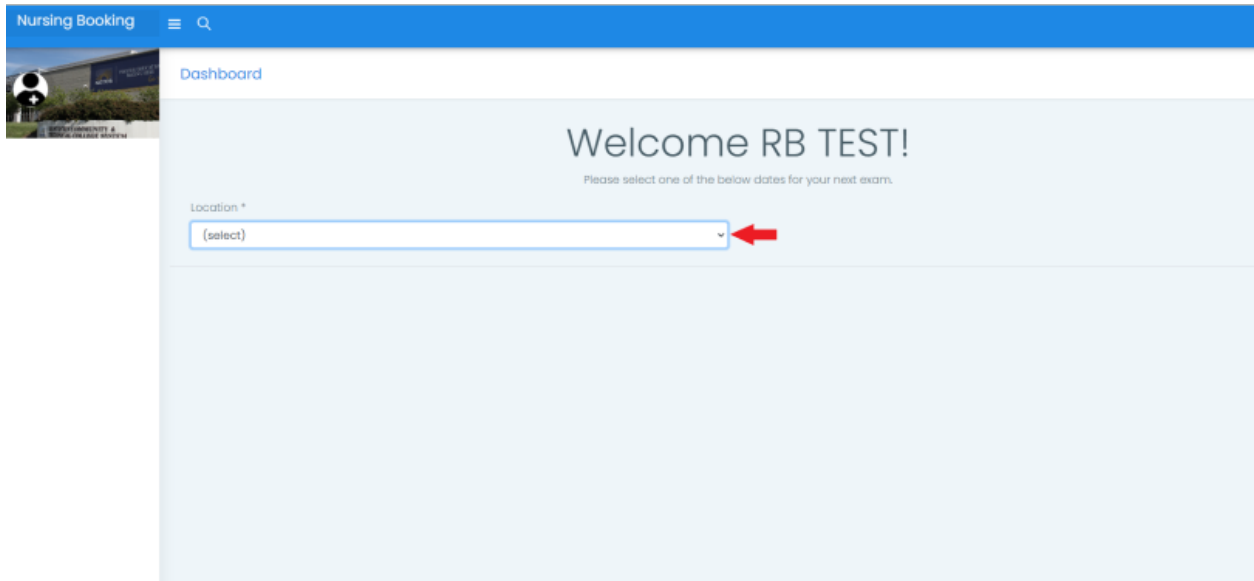
Once you have the retake code handy, follow the steps below:

Step 1: Go to <https://secure2.kentucky.gov/NurseAideTraining/Booking/Public/Access>

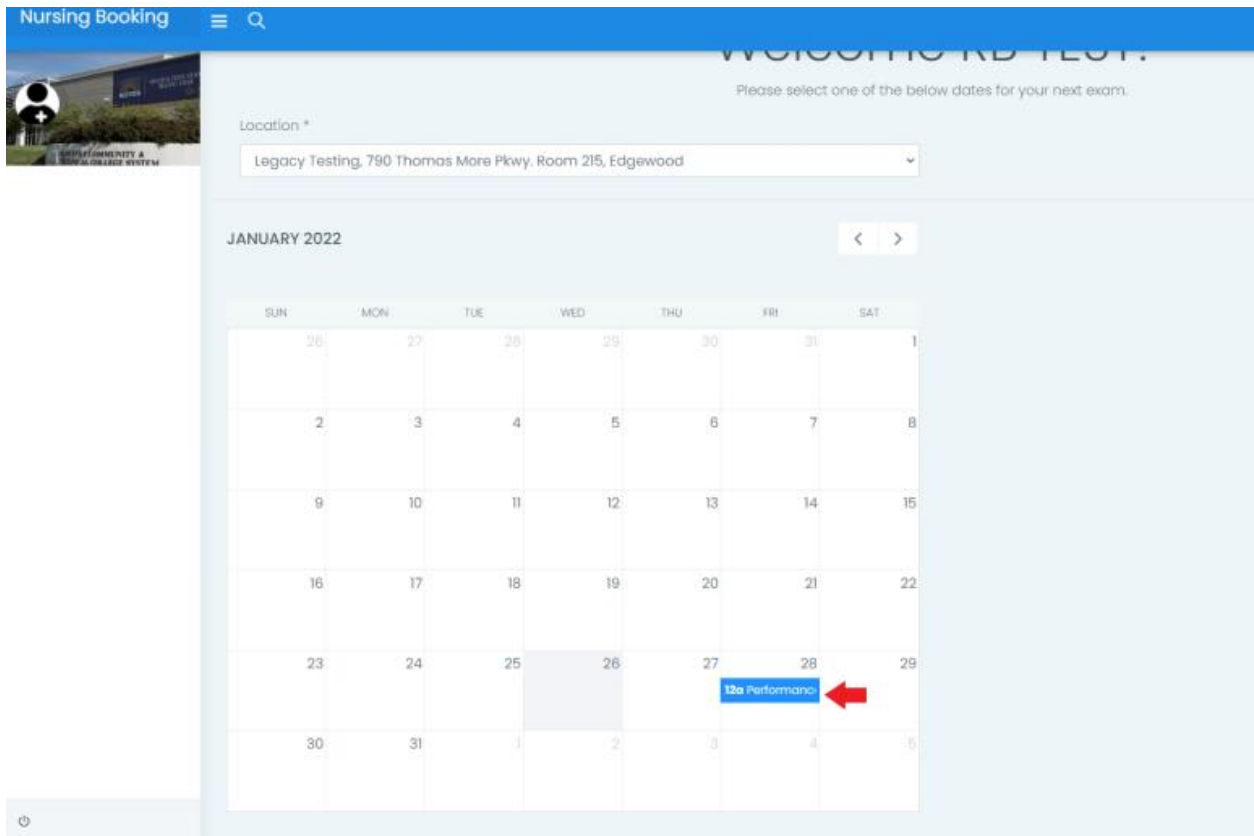
Step 2: Enter your retake code and click on “Submit” button



Step 3: Choose Location from the dropdown list.



Step 4: Select one of the dates for your next exam and click on it.



Step 5: Click on “Register” Button to register.

The screenshot shows the 'Nursing Booking' website interface. At the top, there is a blue header with the text 'Nursing Booking' and a search icon. Below the header, there is a navigation menu and a search bar. The main content area features a calendar for 'JANUARY 2022'. The calendar shows dates from 26 to 29, with a blue box highlighting the date '28' and the text '12a Performance'. To the right of the calendar, there is a 'Performance Exam' pop-up window. The pop-up contains the text 'Performance Exam', 'January 28, 2022 12:00 am Friday', 'Legacy Testing', and a blue 'Register' button. A red arrow points to the 'Register' button. Below the 'Register' button, it says '2 day(s) from today'. The location is set to 'Legacy Testing, 790 Thomas More Pkwy, Room 215, Edgewood'.

Note: If you are booking a test with a date after 5 days, skip step 6 to step 8 and follow the directions for scheduled payment method steps (listed on page 6 on this document)

Step 6: Complete your Credit or Debit card information and click “Next” button at the bottom

The screenshot shows the credit card payment form. The form is divided into several sections: 'Card Details', 'Cardholder Details', and a summary table. The 'Card Details' section includes fields for 'Card Number (required)', 'Expiration Date (required)' (with dropdowns for '01' and '2022'), and 'Security Code (required)'. Below these fields are logos for American Express, Mastercard, and Visa. The 'Cardholder Details' section includes fields for 'Name (required)', 'Country (required)' (with a dropdown for 'United States'), 'Address Line 1 (required)', 'Address Line 2', 'City (required)', 'State (required)' (with a dropdown for 'KY'), and 'Zip Code (required)'. There is also an 'Email Address' field. Below the email field, there is a note: 'Please enter your email address to receive a copy of your receipt via email.' At the bottom of the form, there is a checkbox for 'Save to my eWallet' and a link 'What does this mean?'. A blue 'NEXT' button is located at the bottom of the form, with a red arrow pointing to it. To the right of the form, there is a summary table with two rows: 'Service Fee' with a value of '\$2.21' and 'Total' with a value of '\$77.21'.

Step 7: Double check your information and click on “Pay Now” button.

Note: You may edit your information by clicking on Edit link that is highlighted in blue.

KCTCS Nurse Aide Testing

[EDIT](#)
Card Number *****1111 **Expiration Date** 1/2025

[EDIT](#)
Cardholder Details

RB
 123 at Here Save to my eWallet:
 City, KY 46464 United States No

Summary ▲

RB TEST	\$75.00
Item Price: \$75.00	
Quantity: 1	
<hr/>	
Sub Total	\$75.00
Service Fee	\$2.21
Total	\$77.21

[Cancel and return to KCTCS Nurse Aide Testing](#)

PAY NOW

Policies Security Disclaimer Accessibility

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Step 8: You will receive a payment confirmation message with a Confirmation Number. This confirmation will be emailed to you if you have entered a valid email address when entering your card details. If you haven’t entered your email address, take a screen shot and click on “Finish” Button.

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Thank you for your payment!

Kentucky Community and Technical College System

[PRINT](#) [EMAIL](#)

Confirmation Number 62662386

Payment Made: 01/26/2022 08:23 AM EST
Payment Method: Visa Credit Ending With 1111

Account Holder Details

RB
123 at Here
City KY 46464

Cart Items

Description	Price	Quantity	Extended Total
RB TEST	\$75.00	1	\$75.00
<hr/>			
Sub Total			\$75.00
Service Fee			\$2.21
Total			\$77.21

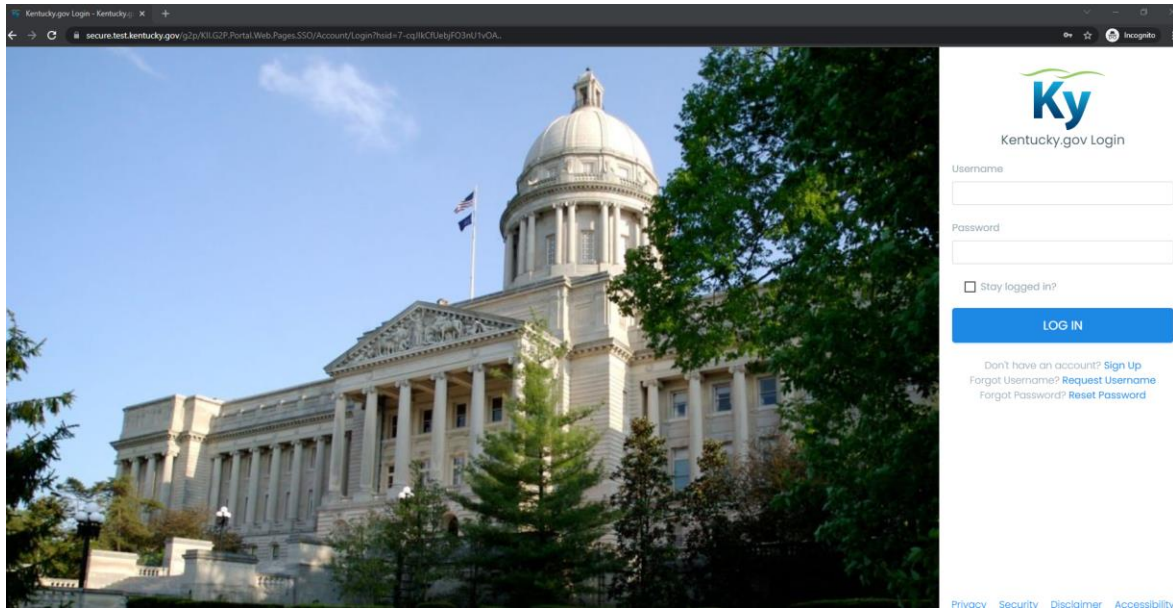
FINISH

Note: Once clicked finish you are done booking your test.

Scheduled Payment method steps:

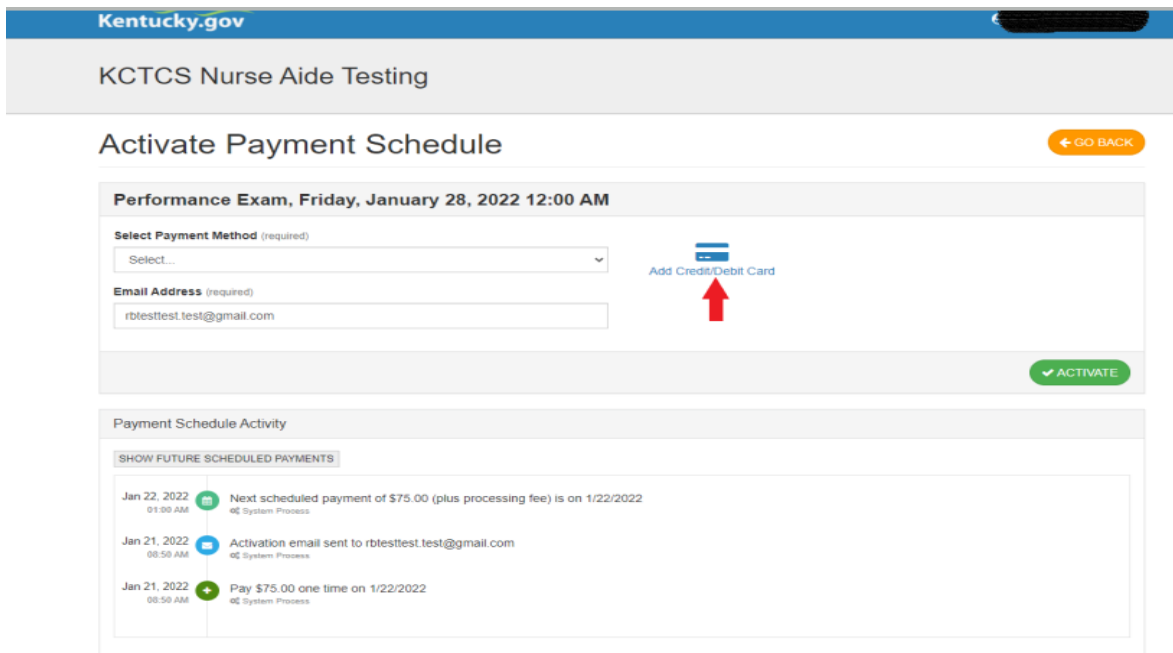
Note: follow this process only if you are booking a test 5 days later from today.

Step 1: Once clicked on Register button on step 5, the link will direct you to Kentucky.gov Login Screen



Enter your credentials and click on “Login” button. Or use the sing up link to create a Kentucky.gov account.

Step 2: The system will direct you to KCTCS Nurse Aide, Activate Payment Schedule page. Click on Add Credit/Debit card link.



Step 3: Enter the information for below fields and click "Save" button on the bottom right.

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Add Card

Card Details

Card Number Expiration Date Month... Year... Security Code

Account Holder Details

Name on Account Country United States

Address Line 1 Address Line 2

City State Select... Zip Code

Telephone

Wallet Options

Description Set as default payment method.

→ SAVE

Step 4: Select the card from "Select Payment Method" drop down and enter your email address and click "Activate" button.

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Activate Payment Schedule

← GO BACK

Performance Exam, Friday, January 28, 2022 12:00 AM

Select Payment Method (required)
(Visa ending in 1111) Add Credit/Debit Card

Email Address (required)
rbtesttest.test@gmail.com

→ ACTIVATE

Payment Schedule Activity

SHOW FUTURE SCHEDULED PAYMENTS

- Jan 22, 2022 01:00 AM Next scheduled payment of \$75.00 (plus processing fee) is on 1/22/2022 System Process
- Jan 21, 2022 08:50 AM Activation email sent to rbtesttest.test@gmail.com System Process
- Jan 21, 2022 08:50 AM Pay \$75.00 one time on 1/22/2022 System Process

Note: You will receive an email, but you don't need to activate the payment since you have followed the previously listed steps.