

# TMU: KY SRNA Testing Site User Guide

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WEBSITE FOR SCHEDULING NURSEAIDE STUDENTS FOR  
THEIR STATE EXAM

FOR PRIMARY INSTRUCTORS, STUDENTS,  
ADMINISTRATORS AND SPONSORS

# TMU SRNA Testing Website

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<https://ky.tmutest.com>

## **Guide Definitions:**

**INSTRUCTOR:** The Primary RN Instructor of the Student that can attest to the student's completion of training per regulations.

**STUDENT:** The Individual in the Nurse Aide Training Program preparing to sit for the SRNA exam.

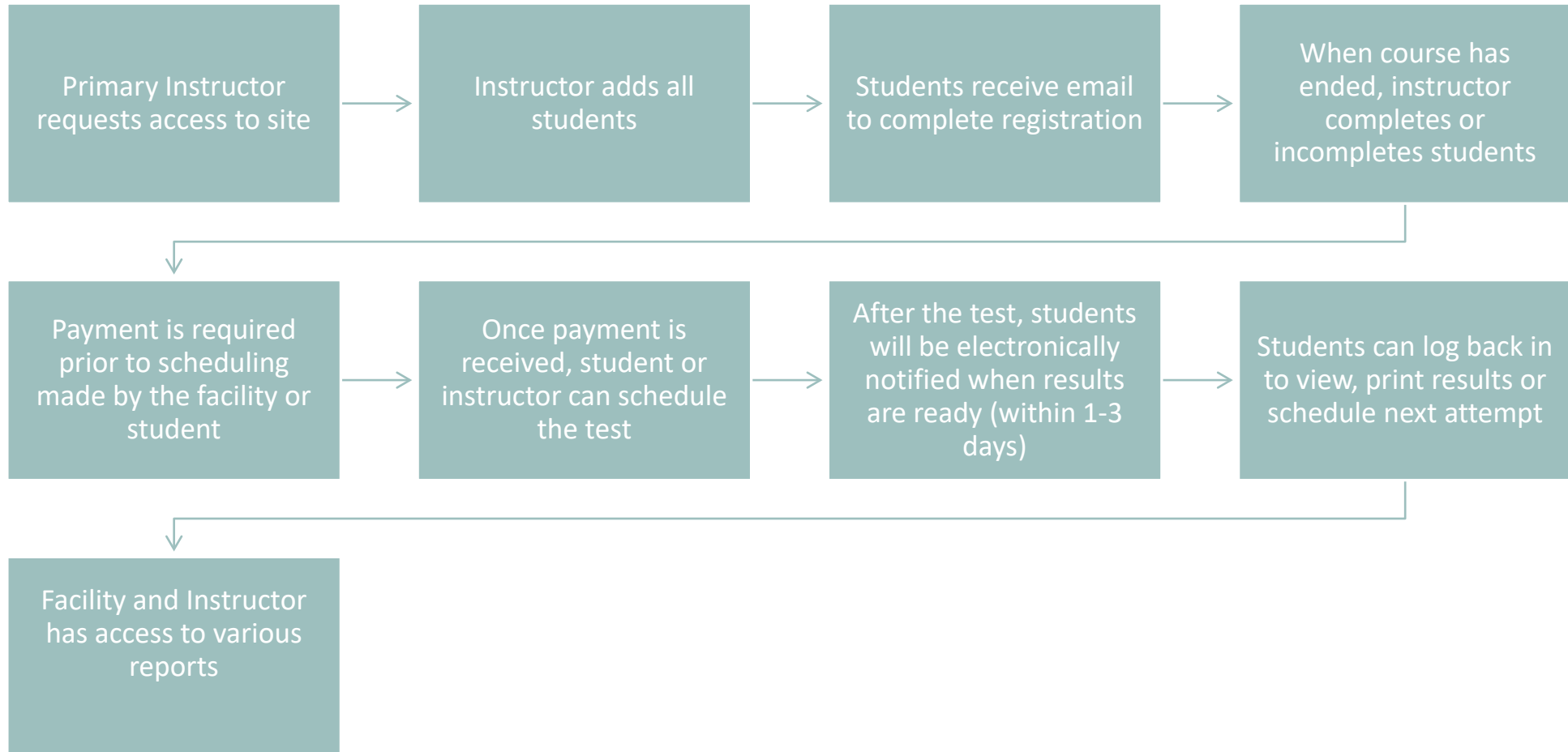
**FACILITY:** The Training Provider such as a School or LTC. This login access would be attached to whomever is responsible for test payment. **(May or May not be the Program's Instructor as this role has limited access)**

**SPONSOR:** Facilities not teaching but sending employees to KCTC for training with the facility paying for testing.

**KCTCS INSTRUCTOR:** Instructions directed to the KCTCS Instructor teaching a sponsored student

**TEST SITE/TEST SITE KNAT COORDINATOR:** Instructions directed to the KCTCS KNAT Coordinator at a TEST SITE.

# PROCESS



# TMU SRNA Testing Website Access Levels

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## RN Instructor Access

Enter Students at Beginning of Course

Complete or Incomplete Students

Schedule for Testing

Access to Reports

**Does not** have Payment access

## Student Access

Will receive email once instructor enters them in system

Complete registration

Pay/Schedule Test

Receive Notifications

View/Print Results

## Facility/School Access

Available after approved Instructor added

Reach out to activate/ review contact information

Test Payments

Access to Reports

## Sponsor Access

Allows facilities that send employees elsewhere for the course to be able to have access to pay for the state test

# Primary Instructors

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The RN Instructor: Enter,  
Complete/Incomplete Students, Schedule  
State Exam, Reports, View Scheduled  
Students

# Primary RN Instructor Access

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All Primary Instructors (RNs) at a facility will need a login to enter their students (Secondary Instructors (LPNs) do not need an account.

Instructors gain access by applying for a login:

Application:  
<https://ky.tmutest.com/apply>

Once approved, an email with login information will be sent

## NOTE:

- Instructor must be listed on the MOI Registry prior to TMU Application

Registry Check: [MOI Instructor Registry](#)

Application: [Registry Form](#)

## ANNUAL UPDATE:

- Instructors must update their license expiration date and upload their RN license PDF in their TMU profile annually or the system will archive their account.

# Instructor Access- “You have no active trainings”

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If your Instructor account has been disabled/archived and you are still an active instructor:

**1. You are not listed on the MOI Registry: You may check your status or apply here:**

- Registry: [MOI Instructor Registry](#)
- Application : [Registry Form](#)

**OR**

**2. Annual Update in TMU:**

- Instructors must update their license expiration date and upload their RN license PDF in their TMU profile annually or the system will archive their account.
- If listed on the MOI registry and still archived, please send a PDF copy of your KBN RN license to: [NurseAideTesting@kctcs.edu](mailto:NurseAideTesting@kctcs.edu) to be reactivated.

**OR**

**3. You are not listed as a current Instructor on a Facilities MAP 414**

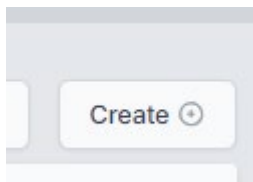
Have the facility fill out a new MAP414 adding you as an instructor. [MAP 414](#)

# INSTRUCTOR-Enter and Completing Students



## Enter all Students at Beginning of Course

Students will then receive email to complete registration and set up their login



## Complete or Incomplete Students

Students that are ineligible to sit for the state exam should be marked incomplete and a reason drop down will populate.

REASON \*

Select Reason ▼

- Select Reason
- Attendance
- Academic Performance
- Health Reasons
- Personal Reasons
- Criminal History
- Financial Reasons
- Moving
- Behavior
- Language Skills



## How To Guides:

[https://www.hdmaster.com/testing/cnatesting/kentucky/KY\\_CNA\\_Home.htm](https://www.hdmaster.com/testing/cnatesting/kentucky/KY_CNA_Home.htm)

Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©

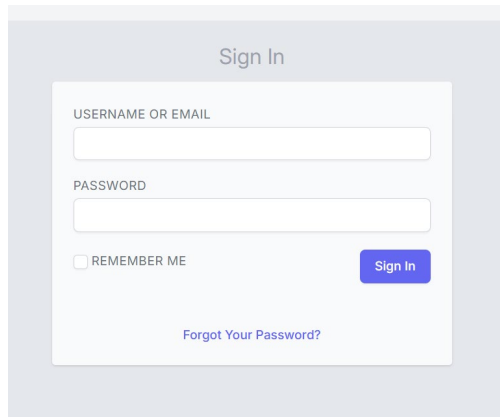
Instructor Guide - How to Enter A Student in TMU

Instructor Guide - How to Complete A Student's Training in TMU

Instructor Guide - How to In-Complete A Student's Training in TMU



# INSTRUCTOR- Students LOG IN ISSUES



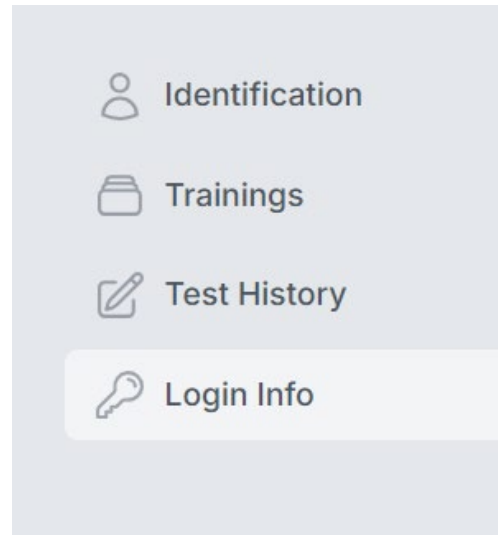
Sign In

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

[Forgot Your Password?](#)



If a student forgot their password, they need to reset it using the email address in the system and the forgot password process.

This also works for students that have been entered in the system by their instructor but the student states they never got a registration email from TMU.

If you need to check what email is in the system or change it, the instructor can pull up the student and, on the left, it is under log in info.

# Enter and Completing Students-FAQ

## The instructor application has an RN attestation, but I am an LPN?

- LPNs can supplement an RN primary instructor as a secondary instructor. LPNs cannot teach the course on their own. The RN must be the one inputting and completing students in the system.

## Do I enter all my students or just those eligible to test?

- Enter your full class roster near the beginning of the course. This system allows for incomplete status (those not eligible to test) and reasoning. This will

provide for better reporting.

## I have some students that did not receive the registration email. How do I get that resent? / I mistyped their email, how do they get the registration email?

- The system won't resend the registration email if a student's email is changed/corrected. Any student that does not get the TMU registration email can login using their email on file and do a forgot password. That will get them to the same place to complete registration.

- If need to check what email is in the system or change it, the instructor can pull up the student and, on the left, it is under log in info.

## I mistyped my student's name, how do I correct it?

- The system won't let you correct a name once submitted. Please email [Nurseaidetesting@kctcs.edu](mailto:Nurseaidetesting@kctcs.edu) and we can correct it.

## Can we reactivate a former/failed student?

- Yes, you can add new training to a student.

## If a student receives an INCOMPLETE grade (I)...and we anticipate their completion the following semester (next few weeks)....Do we still need to change their status?

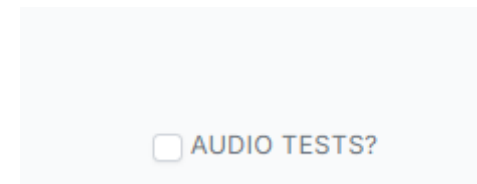
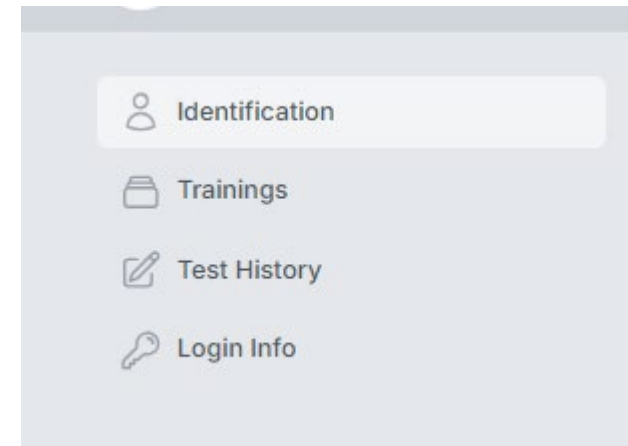
- No, they can remain on your list as attending and you would just put in the completion date when finished.
- Incomplete would be if the student is not going to complete your training and wants to start a new one or pick a new profession.

# INSTRUCTOR- Accommodations

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Some approved accommodations for the Nurse Aide Testing include but are not limited to: an Oral/Audio examination for the written exam, a non- electronic translating dictionary, extended time, etc.

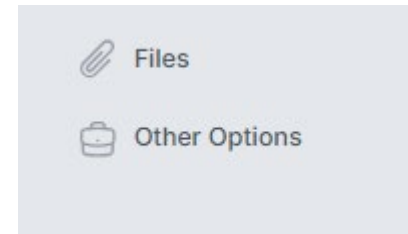
**The Instructor may note the student for an audio test** by checking the audio box under the students Identification Tab.



# INSTRUCTOR- Accommodations

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Other accommodation requests may be submitted to the **Test Site KNAT Coordinator**. If approved, the **Test Site KNAT Coordinator** can mark additional selections in the TMU system under OTHER OPTIONS and upload the documentation to the student's file.



Adas

ADA	STATUS	NOTES
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Add ADA

# INSTRUCTOR- Scheduling Exams

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Two  
requirements

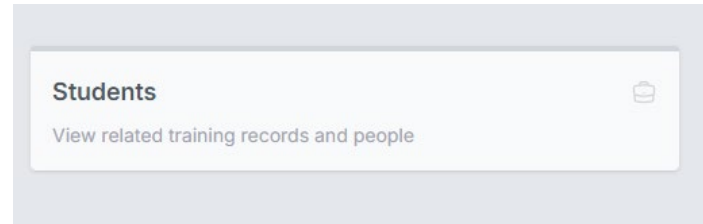
- Student must be marked “complete” in system
  - (Students needing an audio test need marked in system prior to payment)
- **Facility/School** must have already paid or have PO in system (payment is under the facility login not instructor)

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

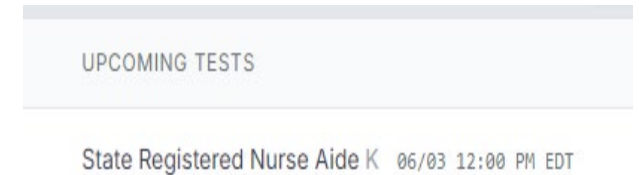
# INSTRUCTOR- Scheduling Exams

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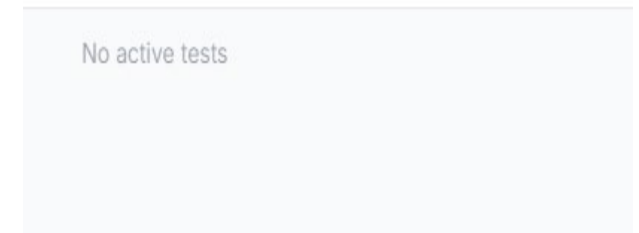
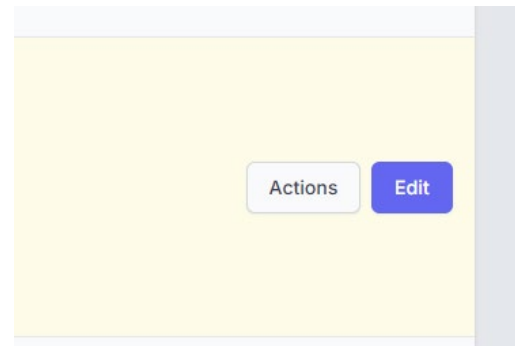
1. Select Students:



2. From the list you can see who is scheduled:



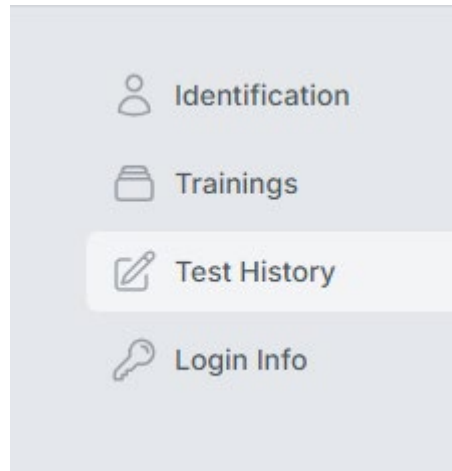
3. To schedule, hover over the student and select edit:



# INSTRUCTOR- Scheduling Exams

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4. Select Test History



5. Once paid, this screen will show (click on the [blue schedule](#) buttons):

A screenshot of a 'Scheduling' interface. It features a table with two columns: 'EXAM' and 'REASON'. The table contains two rows of data, each with a 'Schedule' button on the right. The first row shows 'State Registered Nurse Aide Knowledge' with an 'Eligible' status. The second row shows 'State Registered Nurse Aide Skill' with an 'Eligible' status.

EXAM	REASON	
State Registered Nurse Aide Knowledge	Eligible	<a href="#">Schedule</a>
State Registered Nurse Aide Skill	Eligible	<a href="#">Schedule</a>

# INSTRUCTOR- Scheduling Exams

It will list by date or select site on Map to filter:

6. Select Schedule



Directions: Click on a marker to show upcoming events for that location.

Hide Map

Map Satellite

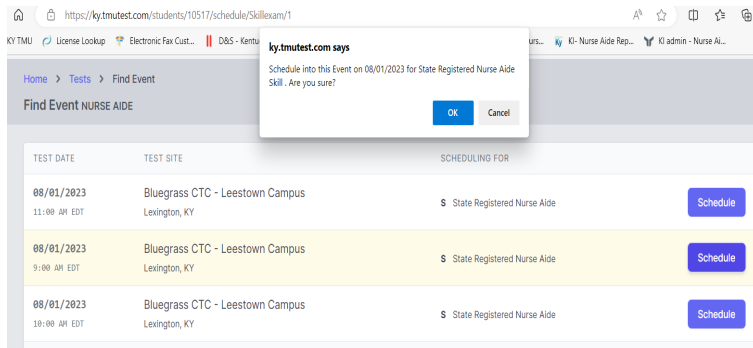
Available location Selected location Your address

TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	<a href="#">Schedule</a>
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	<a href="#">Schedule</a>
04/16/2024 8:00 AM CDT	Hopkinsville CC Hopkinsville, KY	K State Registered Nurse Aide	1 Knowledge Student	<a href="#">Schedule</a>

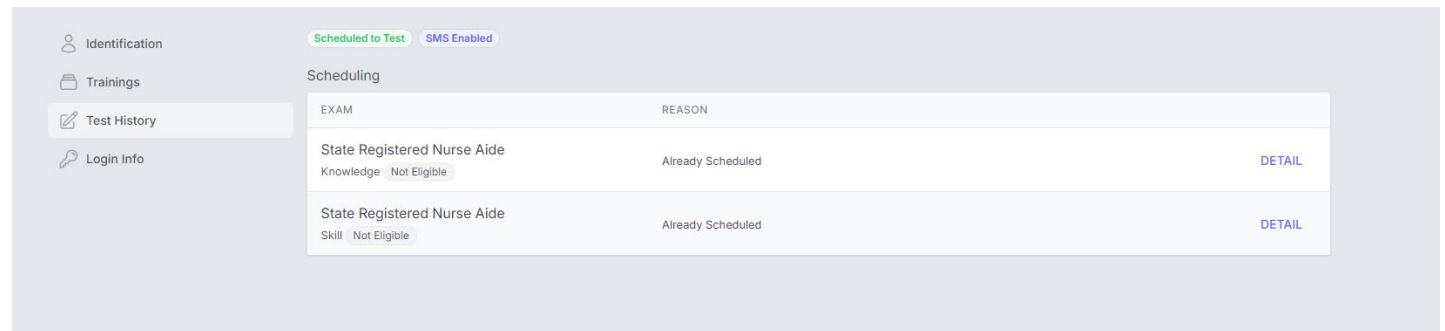


# INSTRUCTOR- Scheduling Exams

7. Click on the **blue schedule** button then confirm:



8. It will show scheduled once complete. You may click on **DETAIL** for more information.



# INSTRUCTOR- Scheduling Exams

The student may login in and reviews confirmation page and Identification requirements for Test Day.

Approved Identification follows the I-9 Page 2.

[I-9 Verification FORM](#)

Student test, test scheduled into Skill for State Registered Nurse Aide.

EXAM	REASON	
State Registered Nurse Aide Knowledge Eligible		Schedule
Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training	
State Registered Nurse Aide Skill Not Eligible	Already Scheduled	

TEST DATE	EXAM	TEST SITE	STATUS	
08/01/2023 9:00 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Scheduled	Test Confirmation Page Get Map Reschedule



## Scheduled Test Confirmation - Kentucky State Registered Nurse Aide

**Test Date:** 08/01/2023  
**Test Time:** 9:00 AM EDT  
**Test Exam:** Skill - State Registered Nurse Aide  
**Test Site:** Bluegrass CTC - Leestown Campus  
164 Opportunity Way Building N Room 109  
Lexington, KY 40511

test test  
,KY 40509

- Check your testing time and time zone and plan to **arrive 20 minutes early to check-in**
  - You must bring **TWO FORMS OF IDENTIFICATION**. These must meet the **Federal I-9 requirements**
1. Documents that establish both Identity and Employment Authorization, OR
  2. Documents that establish Identity; AND
  3. Documents that establish Employment Authorization
  4. All personal documents shall identify the individual's matching full name to include the middle initial.
  5. Please note that a letter from a Social Security Administration field office stating a test candidate applied for a replacement social security card will not be accepted as proof of the candidate's social security number or identity.
  6. Candidate's identity documents including the social security card must be in good condition. Good condition is defined as a condition that allows the test proctor to

# INSTRUCTOR- Rescheduling

Once scheduled, an instructor **cannot** change a student's test schedule. The student can log in and reschedule until 3 days prior to the exam.

## Rescheduling exam:

- The system locks a student out of being allowed to reschedule 3 days prior to exam. (reschedule button will not show)
- If you did not attend an exam you were scheduled for, the option to pay/reschedule will reappear as an option after the test results of the missed exam event are finalized ~3 days after missed event.
- **Test Fees are Non-Refundable** (we cannot reschedule within the 3-day window as test proctor schedules are set)

Student test, test scheduled into Skill for State Registered Nurse Aide.

EXAM	REASON
State Registered Nurse Aide Knowledge Eligible	
Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training
State Registered Nurse Aide Skill Not Eligible	Already Scheduled

TEST DATE	EXAM	TEST SITE	STATUS	
08/01/2023 9:00 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Scheduled	<a href="#">Test Confirmation Page</a> <a href="#">Get Map</a> <a href="#">Reschedule</a>

# INSTRUCTOR- Results/Reports

## Results:

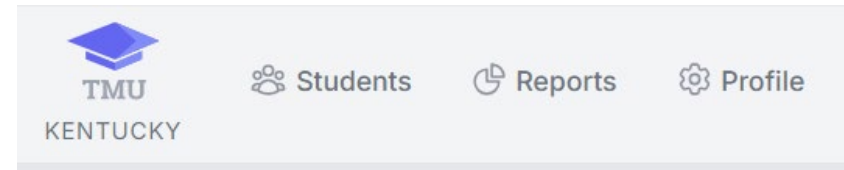
An email notification of the results being ready for view will be sent to the student **within 1-3 business days after exam.**

Students can log back into TMU to view/print results.

## Please Note:

**(the hold/invalid notification is a system setting please disregard)**

INSTRUCTORS and FACILTIES have access to these results reports:



## Events & Facilities-Information about test events

- No Show-List of tests marked as No Show

## Testing-Information on knowledge and skill tests that have been taken

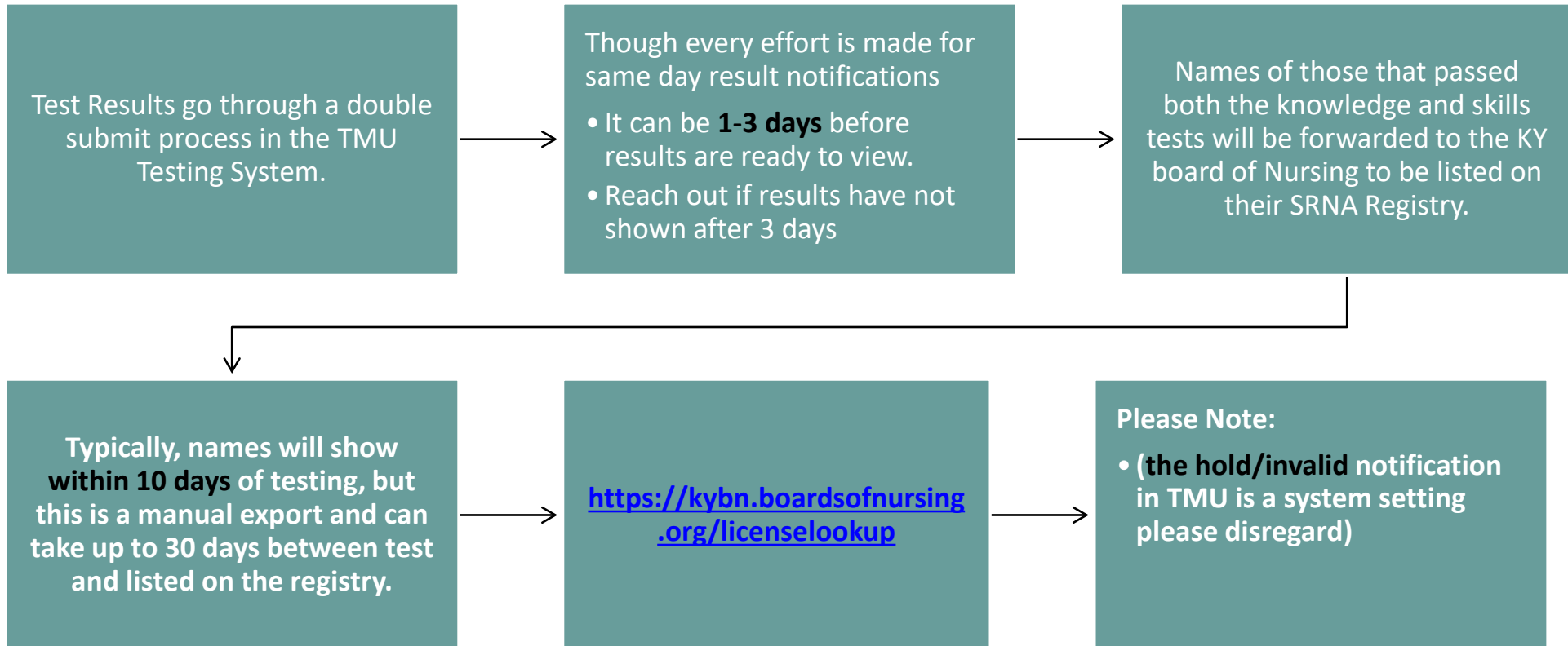
- Knowledge Detail-Pass rates per subject and list of most often missed vocabulary words
- Pass / Fail-Details test results of students and where they trained
- Retake Summary-Details pass rates for an exam on a given try (1,2,3, etc...)
- Skill Detail-Pass rates for skill tasks and individual steps in those tasks
- Testing Trends-Totals and pass rates per month for trainings and exams

## Information on trainings and locations

- Attrition Rate - Training Programs-Details about trainings and count of reasons for not completing them grouped by Training Program
- Attrition Rate – Instructors-Details about trainings and count of reasons for not completing them grouped by Instructor
- Training to Testing Interim-Shows length of time from training completion to first test

# KBN NURSE AIDE REGISTRY

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# Scheduling Exams and Reporting-FAQ

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## **Who can schedule an exam?**

- The students/instructor have access to schedule the exams.

## **I used to have my students test as a big group?**

- There are still options for coordinators to hold a block for groups. Please reach out to the testing site.

## **I am not seeing dates for the testing site we typically use?**

- Please reach out to that testing site coordinator:

[Nurse Aide Coordinators | KCTCS](#)

## **I had a student test and now I don't see them in the system?**

- After a student has completed testing, they are not in your active list of students. They can be found in your reports under the facility login.

# Facility

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Payment, Reports

Facility- The Training Provider Location (i.e. LTC Facility, School etc.)

# FACILITY- Access/Payment

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Written Test only: \$40

Written Test - oral version: \$55

Performance Test only: \$75

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**



**Available after approved instructor added**

Reach out to activate/ review contact information



**Facilities can pay for student testing once students are marked complete by instructor**

Payment is required prior to scheduling the exam



**Payment methods:**

Credit Card (default): Discover, Visa, Mastercard

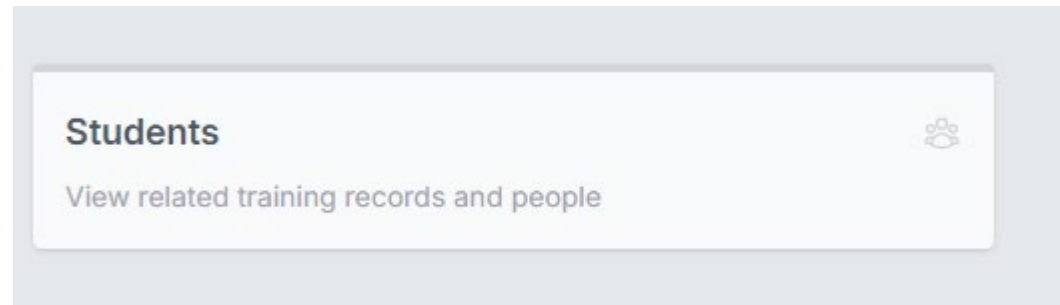
Purchase Order (with approval from test site)

**(Students needing an audio test need marked in system by Instructor prior to payment)**

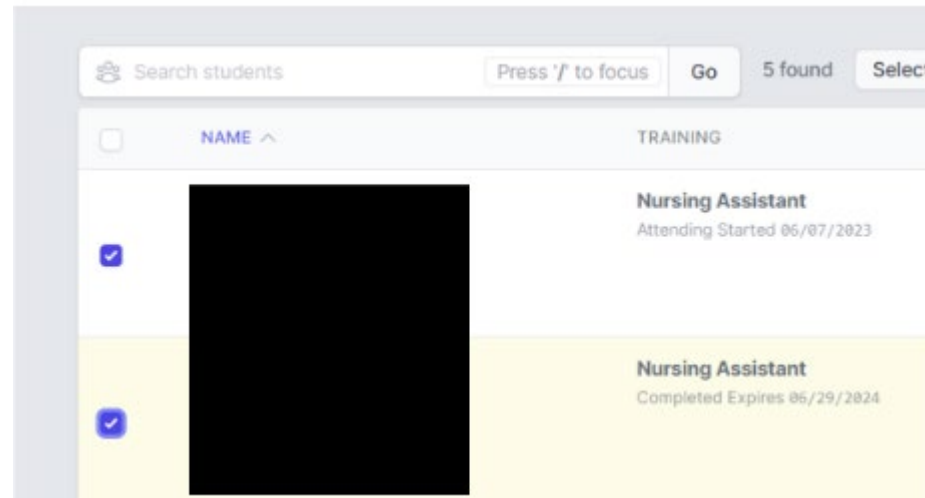


# FACILITY Payments- Credit Card

1. Log into: <https://ky.tmutest.com/> Check that you are in correct login: “Welcome (facility name)” **not instructor’s name**
2. Select Students:



3. Check mark who you want to pay for:

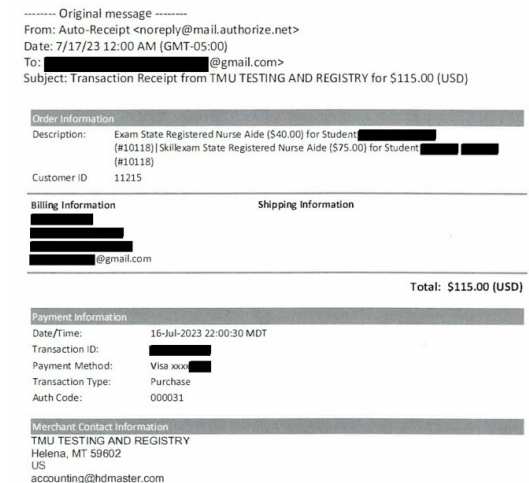
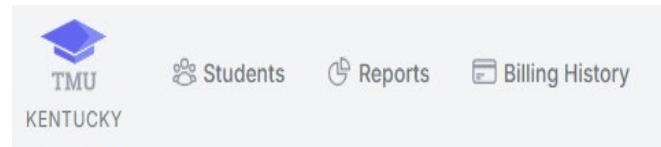
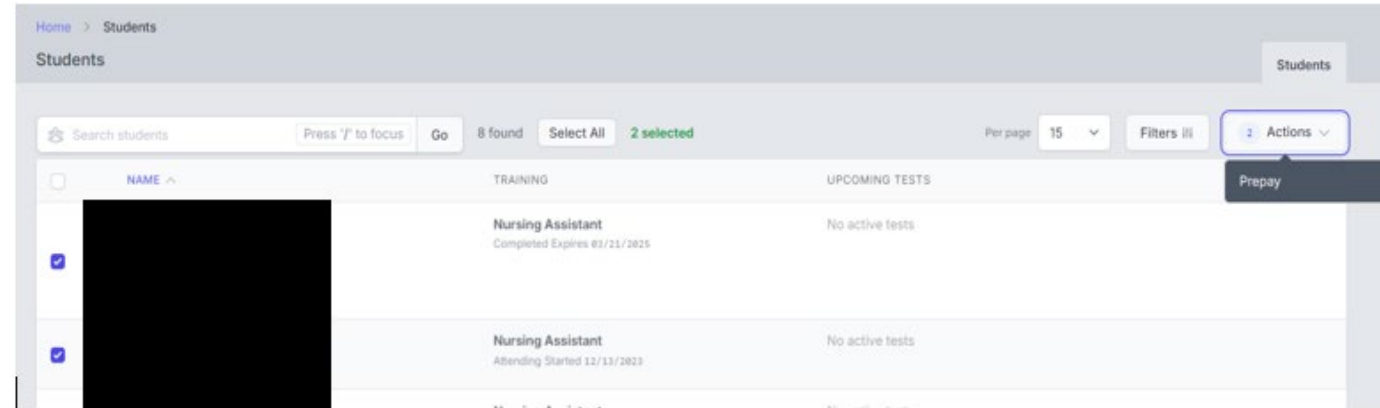


(Be mindful of selection as test fees are non-refundable)

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Credit Card

4. Select Actions-prepay
5. Go to cart and complete payment
6. A summary can be found under billing history
7. A detailed receipt will be emailed to the email address on file
8. Once completed, the instructor/student can go ahead and log in and schedule for testing



**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Purchase Order

Credit Card is the preferred method of payment, but facilities may request PO/Invoicing from the test site. (Approval is at the test sites discretion)



If the Facility/School is paying via PO/Invoice directly to the college test site, **the Test Site needs to mark them allowed for PO in the TMU system and the facility (not instructor) needs to mark their students as PO students in the TMU system.**



The college test site invoice process stays the same, but this allows the school/facility to let our testing system know they are doing a PO.



Then the college test site will still send the invoice for payment as per their process.

This allows:

- Better tracking of payment type.
- The Facility/School gets the correct total because the system will account for audio selection.
- The Instructor can schedule in the system once the Facility/School has marked their students as PO payment type.
- No one can accidentally double pay by paying the college directly and pay by CC in system.

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

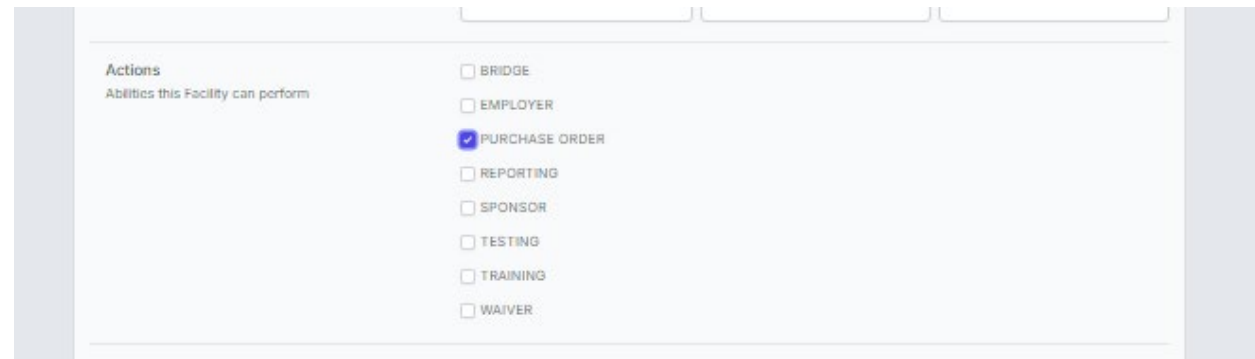
# FACILITY Payments- Purchase Order

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## Allowing a facility purchase order ability:

### THE TEST SITE:

1. Pull up the facility in TMU.
2. Under facility Info-actions
3. Select the purchase order box and save.



The screenshot shows a configuration window for facility actions. On the left, the text reads "Actions" and "Abilities this Facility can perform". On the right, there is a vertical list of checkboxes with corresponding labels: BRIDGE, EMPLOYER, PURCHASE ORDER (checked), REPORTING, SPONSOR, TESTING, TRAINING, and WAIVER.

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# FACILITY Payments- Purchase Order

Credit Card is the preferred method of payment, but facilities may request PO/Invoicing from the test site. (Approval is at the test sites discretion)

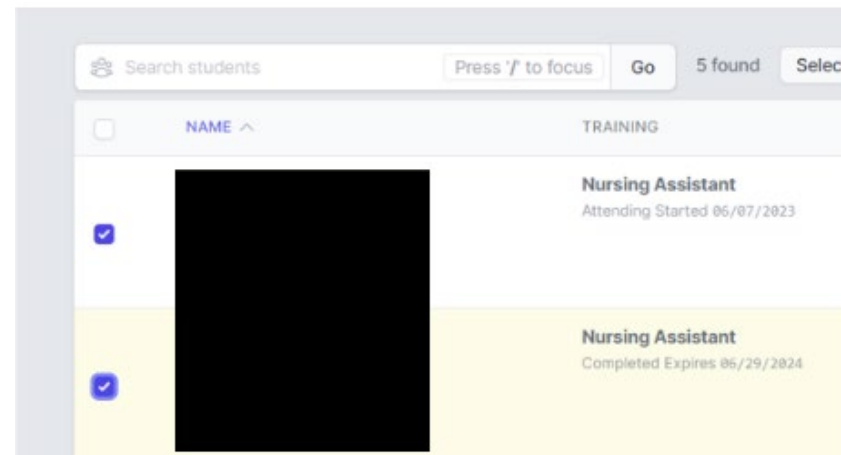
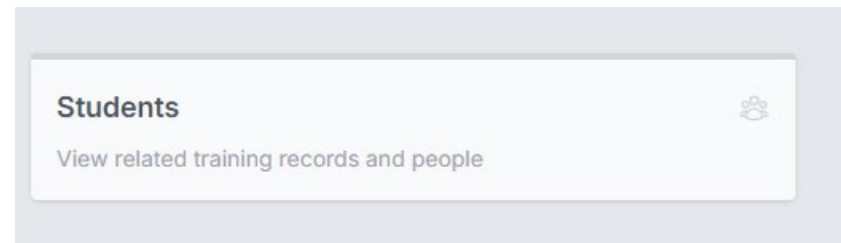
## THE FACILITY/SCHOOL:

1. Check that you are in correct login: “Welcome (facility name)”
  - If it states “Welcome Susie Smith” you are under instructor login and won’t have access to payment.
  - Sometimes the instructor also has the facility login access (two logins) and sometimes it is another designated individual at the facility

2. Select Students

3. Check mark who you want to pay for:

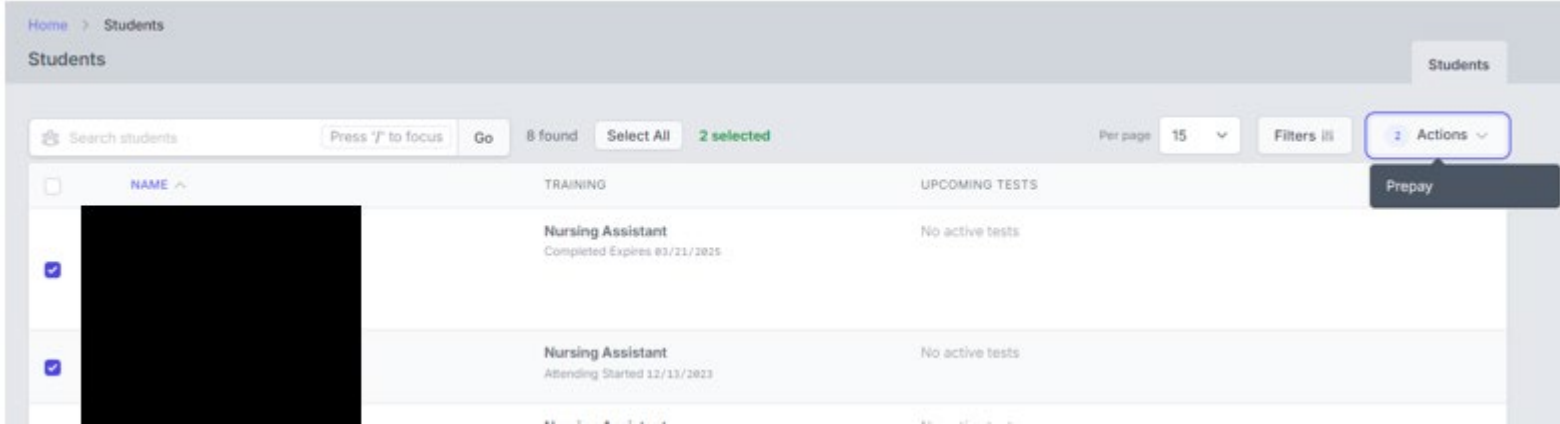
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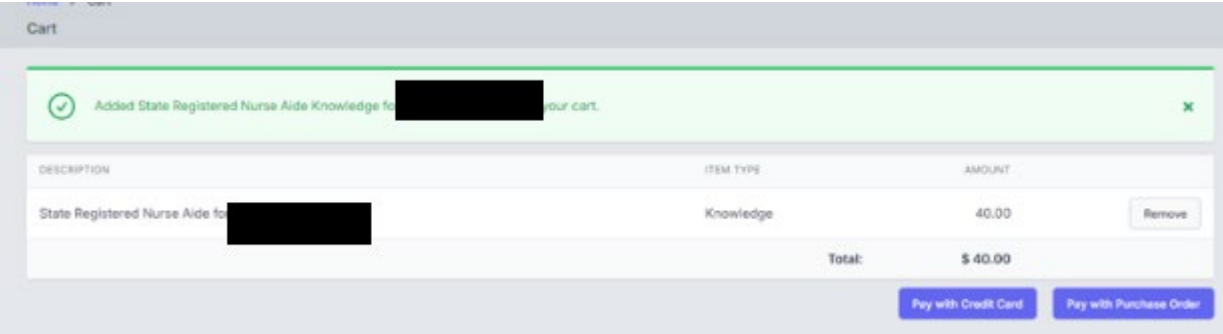
**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Purchase Order

4. Select Actions-prepay



5. There will be a PO button next to the CC button.



**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Purchase Order

6. Go to cart and complete payment. Unless otherwise arranged with your test site, instructions are:
  - Enter the name of the person responsible for payment as the authorized agent.
  - Enter your TP# number into the PO Number along with a 1, 2, 3 etc. for the number of the PO sequence.
    - Example: the first PO may be 9074831 the next class you pay for would be 9074832 etc.
7. Submit Purchase Order

What You're Paying For

Please do not pay from this receipt. An official invoice will be sent to you from our accounting system

DESCRIPTION	COST
State Registered Nurse Aide for [REDACTED]	40.00
State Registered Nurse Aide for [REDACTED]	75.00
<b>Total:</b>	<b>\$ 115.00</b>

Pay with a Purchase Order

AUTHORIZED AGENT

PO NUMBER

Payment refunds may be subject to a processing fee per your state's refund policy

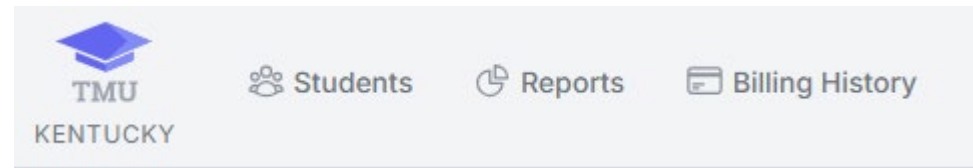
[Submit Purchase Order](#)

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Purchase Order

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8. A summary can be found under billing history
9. A detailed receipt will be emailed to the email address on file
10. Once completed, the instructor can go ahead and log in and schedule those students for testing
11. An invoice will be sent from the test site for payment



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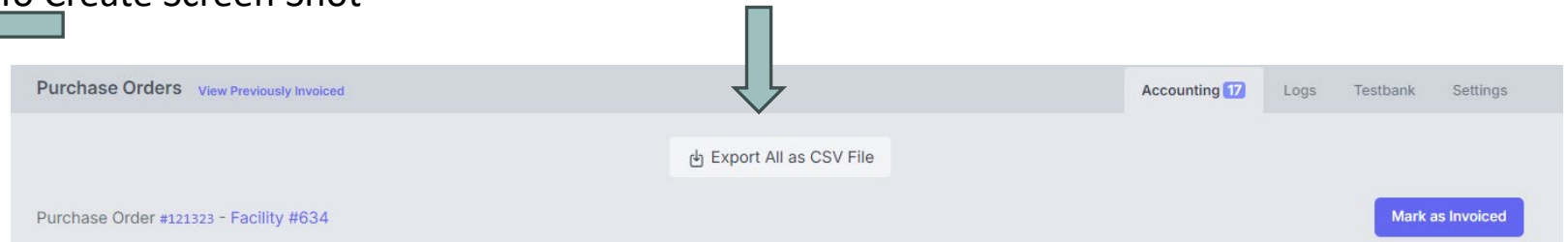
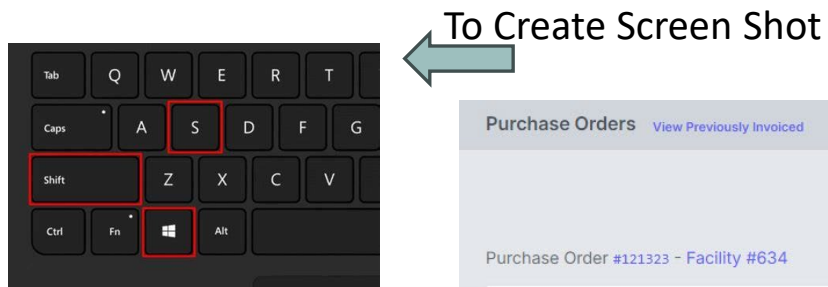
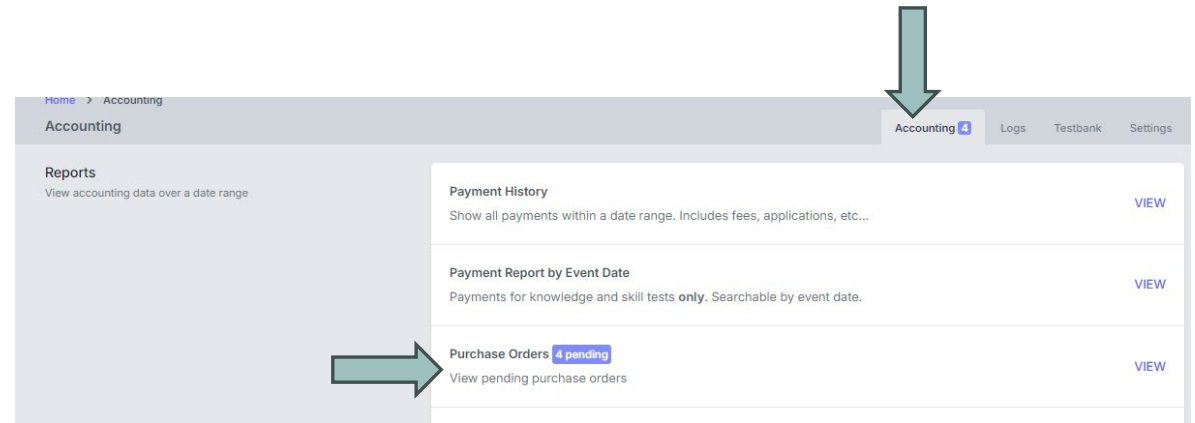


# FACILITY Payments- Purchase Order

## TEST SITE:

See who has requested PO in the system:

1. Settings-Accounting-Purchase Order
  - (you will see every test sites)
2. From here you need to follow your college's billing department's process for invoicing.
  - You can screen shot or Export as CSV if preferred



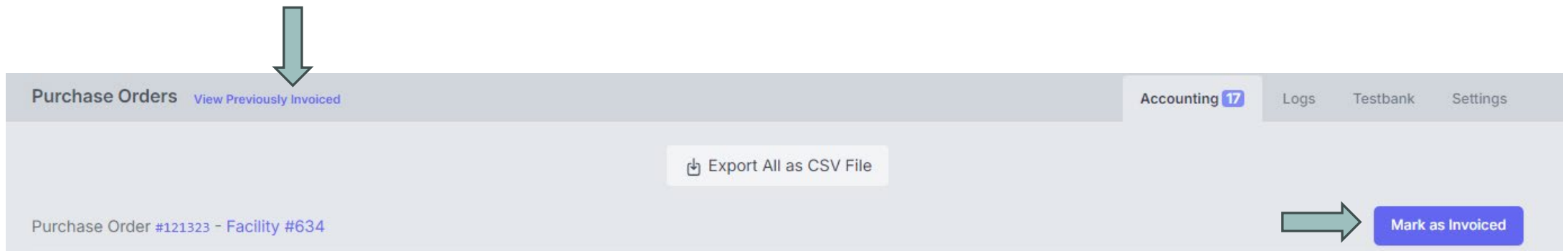
**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# FACILITY Payments- Purchase Order

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## TEST SITE:

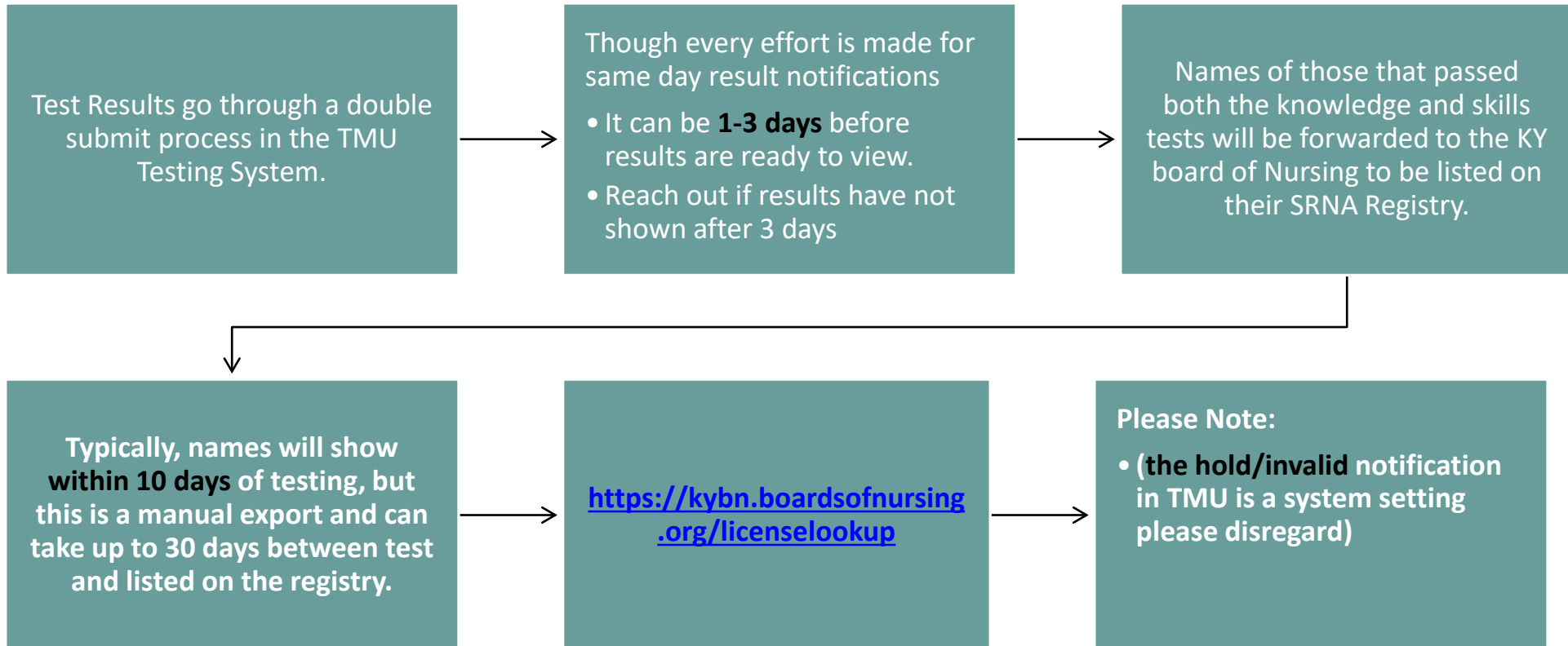
3. Once completed, select “Mark as Invoiced”
  - You can always refer back in the “View Previously Invoiced”



**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

# KBN NURSE AIDE REGISTRY

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# FACILITY- Results/Reports

## Results:

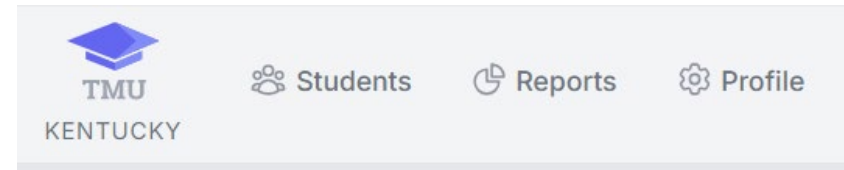
An email notification of the results being ready for view will be sent to the student **within 1-3 business days after exam.**

Students can log back into TMU to view/print results.

## Please Note:

**(the hold/invalid notification is a system setting please disregard)**

INSTRUCTORS and FACILTIES have access to these results reports:



## Events & Facilities-Information about test events

- No Show-List of tests marked as No Show

## Testing-Information on knowledge and skill tests that have been taken

- Knowledge Detail-Pass rates per subject and list of most often missed vocabulary words
- Pass / Fail-Details test results of students and where they trained
- Retake Summary-Details pass rates for an exam on a given try (1,2,3, etc...)
- Skill Detail-Pass rates for skill tasks and individual steps in those tasks
- Testing Trends-Totals and pass rates per month for trainings and exams

## Information on trainings and locations

- Attrition Rate - Training Programs-Details about trainings and count of reasons for not completing them grouped by Training Program
- Attrition Rate – Instructors-Details about trainings and count of reasons for not completing them grouped by Instructor
- Training to Testing Interim-Shows length of time from training completion to first test

# FACILITY Payments- FAQ

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## **I have a student needing to reschedule.**

- Students can reschedule in the system up to 3 days before exam. Once inside the window, the system will remove this option. If a student does not attend their scheduled event, they will be marked as a no show, and the system will allow rescheduling/repayment 24-48 hours after the scheduled event has concluded. **Test fees are non-refundable.**

## **What Payments are accepted?**

- Visa, Discover, and Mastercard. We are unable to accept AMEX. Setting up the purchase order selection in the system may be an option in

some circumstances, that is up to the specific testing site.

## **I'm confused about how students pay?**

Students now can self-schedule and pay online by card. Facilities can continue to pay for their students as well. You must be logged in under the facility role to see prepay option.

## **I am logged into the TMU site but do not have a prepay option.**

- You are probably logged in as an instructor and not facility. Only the facility role has payment access (outside of the individual student). When logged in correctly, you will see a facility name i.e., "Welcome Smith Nursing and Rehab".

## **I need a copy of our receipt.**

- Receipts are emailed to the email associated with your facility in the TMU system. You may also view your billing history located at the top when logged in as a facility. If you did not receive a receipt, check your spam and make sure this email is whitelisted with your IT department: [noreply@mail.authorize.net](mailto:noreply@mail.authorize.net)

# Student

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Registration, Payment, Scheduling, View and  
Print Results, Study Guide

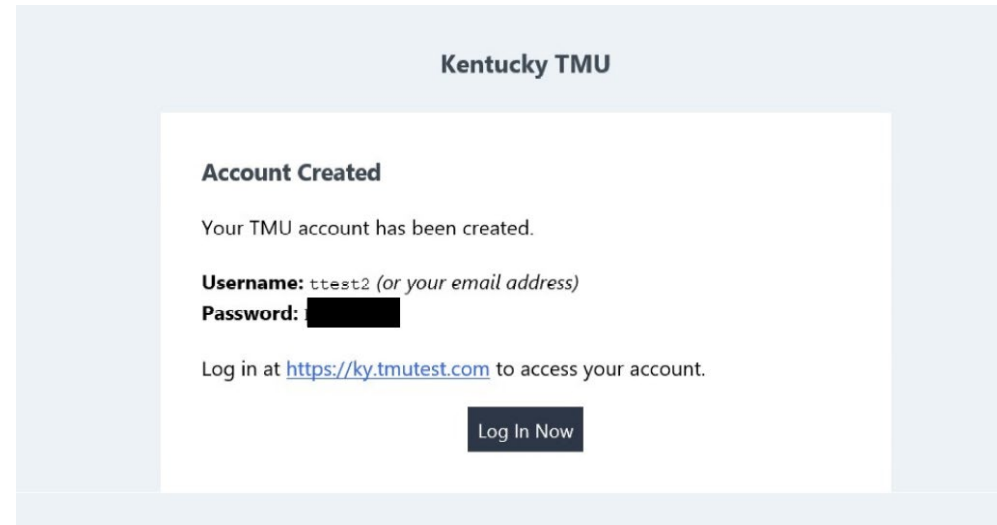
# STUDENT- Account Creation

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Once the Instructor has added the student to TMU, the student should get the following email:

**Subject: Account Created**

**From:** <[no-reply@tmutest.com](mailto:no-reply@tmutest.com)>



If not found, students can still log in using the email address the instructor put in TMU and do the forgot password process.

## Registration:

Once logged in, the student will be asked to complete registration information and a few background questions.

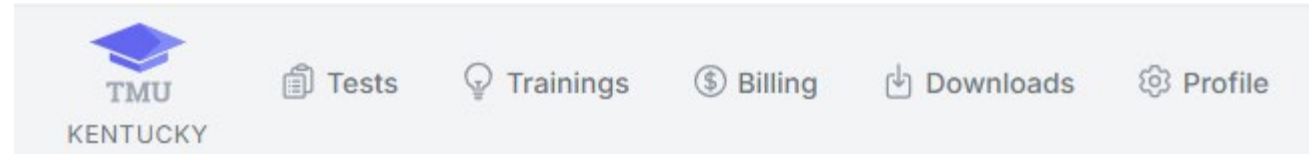
The student can log in any time prior to testing to complete registration.

When the instructor has marked the student as completing the course, the student or the instructor can schedule the exam by logging back into the TMU system.

# STUDENT- Pay/Schedule

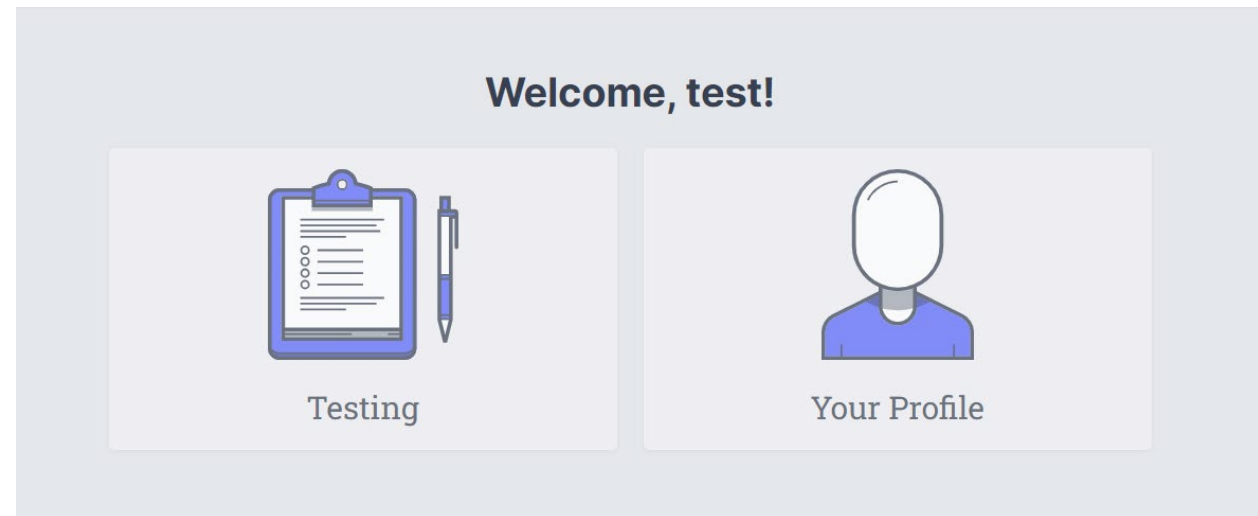
Students have access to the latest **study guide** under downloads.

Log into:  
<https://ky.tmutest.com/>



(If registration is not complete, that will pop up first to force completion)

1. Select Testing:



**(Students needing an audio test need marked in system by Instructor prior to payment)**



# STUDENT Pay/Schedule

2. If student pays for their exam, this screen will show: (if facility is paying, that needs to be completed first from the facility side and then this screen will be skipped for the student)

EXAM	REASON
<input type="checkbox"/> State Registered Nurse Aide Knowledge <span>Not Eligible</span>	Payment Required
<input type="checkbox"/> Kentucky Medication Aide Knowledge <span>Not Eligible</span>	Kentucky Medication Aide Training
<input type="checkbox"/> State Registered Nurse Aide Skill <span>Not Eligible</span>	Payment Required

Add Selected Items to Cart

Written Test only: \$40

Written Test - oral version: \$55

Performance Test only: \$75

3. Select tests to pay/schedule, then go to cart at the top and pay.

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**

**(Students needing an audio test need marked in system by Instructor prior to payment)**

# STUDENT- Pay/Schedule

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4. Once paid, this screen will show (click on the [blue schedule](#) button):

The screenshot displays a user interface titled "Your Tests". It is divided into two main sections: "Scheduling" and "Testing History".

**Scheduling Section:**

EXAM	REASON	Buttons
State Registered Nurse Aide Knowledge Eligible		Schedule
Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training	
State Registered Nurse Aide Skill Eligible		Schedule

**Testing History Section:**

No test history on record.

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24  
(Students needing an audio test need marked in system by Instructor prior to payment)**

# STUDENT- Pay/Schedule

It will list by date or select site on Map to filter:

5. Select Schedule →

Directions: Click on a marker to show upcoming events for that location.

Hide Map

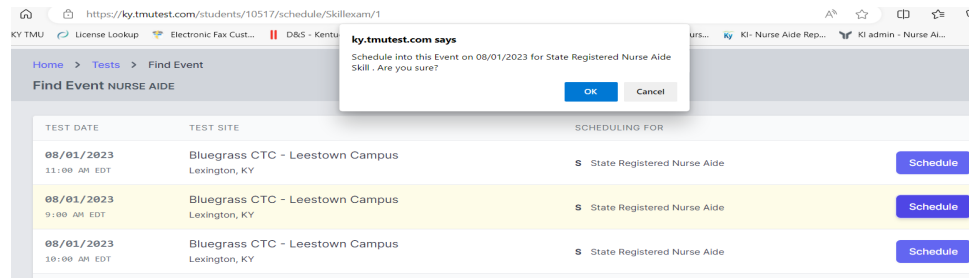
Map Satellite

TEST DATE TEST SITE SCHEDULING FOR # SCHEDULED

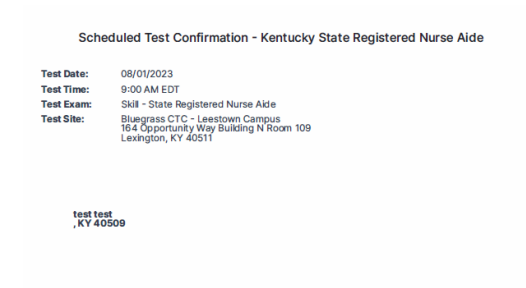
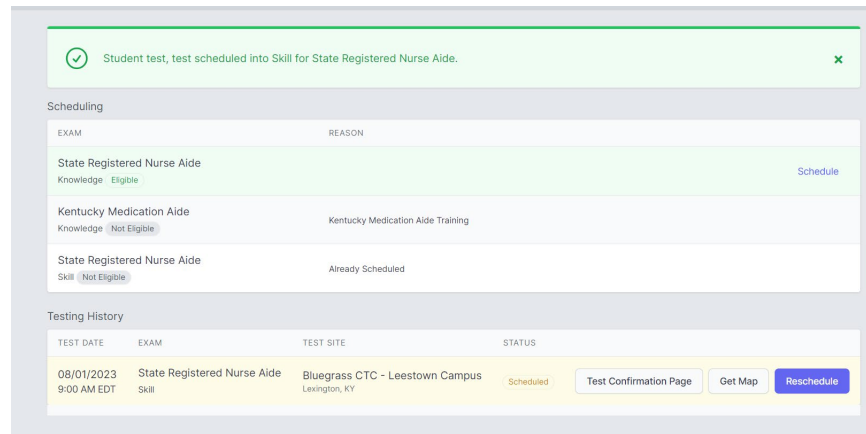
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	Schedule
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	Schedule
04/16/2024 8:00 AM CDT	Hopkinsville CC Hopkinsville, KY	K State Registered Nurse Aide	1 Knowledge Student	Schedule

# STUDENT- Pay/Schedule

6. Click on the **blue schedule** button then confirm:



7. Scheduled Exam is in yellow
8. Then schedule the second exam (knowledge/skill)
9. Student may print confirmation with day of instructions and view directions



- Check your testing time and time zone and plan to **arrive 20 minutes early to check-in**
- You must bring **TWO FORMS OF IDENTIFICATION. These must meet the Federal I-9 requirements**

1. Documents that establish both Identity and Employment Authorization, OR
2. Documents that establish Identity; AND
3. Documents that establish Employment Authorization
4. All personal documents shall identify the individual's matching full name to include the middle initial.
5. Please note that a letter from a Social Security Administration field office stating a test candidate applied for a replacement social security card will not be accepted as proof of the candidate's social security number or identity.
6. Candidate's identity documents including the social security card must be in good condition. Good condition is defined as a condition that allows the test proctor to

# STUDENT- Pay/Schedule

**Make sure to review confirmation page and Identification requirements for Test Day. Approved Identification follows the I-9 Page 2.**

[I-9 Verification FORM](#)

Student test, test scheduled into Skill for State Registered Nurse Aide.

EXAM	REASON	
State Registered Nurse Aide Knowledge	Eligible	Schedule
Kentucky Medication Aide Knowledge	Not Eligible	Kentucky Medication Aide Training
State Registered Nurse Aide Skill	Not Eligible	Already Scheduled

TEST DATE	EXAM	TEST SITE	STATUS	
08/01/2023 9:00 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Scheduled	<a href="#">Test Confirmation Page</a> <a href="#">Get Map</a> <a href="#">Reschedule</a>

## Scheduled Test Confirmation - Kentucky State Registered Nurse Aide

**Test Date:** 08/01/2023  
**Test Time:** 9:00 AM EDT  
**Test Exam:** Skill - State Registered Nurse Aide  
**Test Site:** Bluegrass CTC - Leestown Campus  
164 Opportunity Way Building N Room 109  
Lexington, KY 40511

test test  
KY 40509

- Check your testing time and time zone and plan to **arrive 20 minutes early to check-in**
- You must bring **TWO FORMS OF IDENTIFICATION**. These must meet the **Federal I-9 requirements**

1. Documents that establish both Identity and Employment Authorization, OR
2. Documents that establish Identity; AND
3. Documents that establish Employment Authorization
4. All personal documents shall identify the individual's matching full name to include the middle initial.
5. Please note that a letter from a Social Security Administration field office stating a test candidate applied for a replacement social security card will not be accepted as proof of the candidate's social security number or identity.
6. Candidate's identity documents including the social security card must be in good condition. Good condition is defined as a condition that allows the test proctor to

# STUDENT- Rescheduling

## Rescheduling exam:

- The system locks a student out of being allowed to reschedule 3 days prior to exam. (reschedule button will not show)
- If you did not attend an exam you were scheduled for, the option to pay/reschedule will reappear as an option after the test results of the missed exam event are finalized ~3 days after missed event.
- **Test Fees are Non-Refundable** (we cannot reschedule within the 3-day window as test proctor schedules are set)

Student test, test scheduled into Skill for State Registered Nurse Aide.

Scheduling

EXAM	REASON	Buttons
State Registered Nurse Aide Knowledge Eligible		Schedule
Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training	
State Registered Nurse Aide Skill Not Eligible	Already Scheduled	

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	Buttons
08/01/2023 9:00 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Scheduled	Test Confirmation Page Get Map Reschedule

# STUDENT- Results

## Results:

An email notification of the results being ready for view will be sent **within 1-3 business days after exam.** Log back into TMU to view/print results.

The screenshot displays a student's exam results. At the top, there is a table with two columns: 'EXAM' and 'REASON'. Below this table, there are three rows of exam results, each with a 'Not Eligible' status. A green arrow points from the 'Please Note' text to the 'Hold / invalid record status' text in the second row. Below the exam results, there is a 'Testing History' section with a table containing two rows of passed exams. Each row includes the test date, exam name, test site, status, and buttons for 'Details' and 'Print Test Results'.

EXAM	REASON
State Registered Nurse Aide Knowledge <span>Not Eligible</span>	Hold / invalid record status
Kentucky Medication Aide Knowledge <span>Not Eligible</span>	Hold / invalid record status
State Registered Nurse Aide Skill <span>Not Eligible</span>	Hold / invalid record status

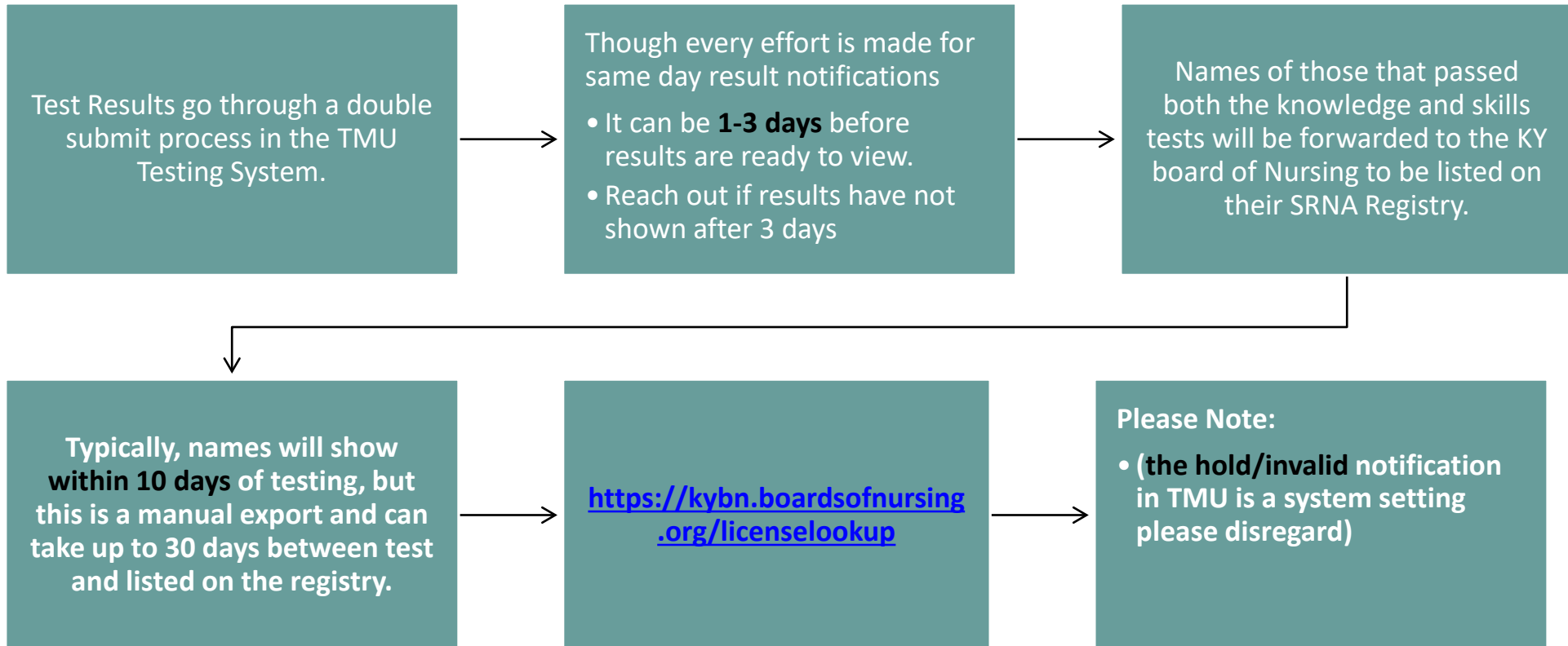
TEST DATE	EXAM	TEST SITE	STATUS	Details	Print Test Results
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Knowledge	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Skill	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results

**Please Note:**

**(the hold/invalid notification is a system setting please disregard)**

# KBN NURSE AIDE REGISTRY

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# STUDENT- Retake

If student did not pass the exam, the option to pay for the failed exam retake will also be on the results screen and the process is the same:

The screenshot displays the 'Your Tests' section of a student portal. It is divided into two main areas: 'Scheduling' and 'Testing History'.

**Scheduling:** This section contains a table with columns for 'EXAM' and 'REASON'. It lists three exam entries:

EXAM	REASON
State Registered Nurse Aide Knowledge <span>Not Eligible</span>	Previously Passed
Kentucky Medication Aide Knowledge <span>Not Eligible</span>	Kentucky Medication Aide Training
State Registered Nurse Aide Skill <span>Not Eligible</span>	Payment Required

Each row has a checkbox on the left. An orange arrow points to the checkbox for the 'Kentucky Medication Aide Knowledge' exam. Below the table are two buttons: 'Add Selected Items to Cart' and 'Please take our satisfaction survey'.

**Testing History:** This section contains a table with columns for 'TEST DATE', 'EXAM', 'TEST SITE', and 'STATUS'. It shows one entry:

TEST DATE	EXAM	TEST SITE	STATUS
[Redacted]	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Failed

Buttons for 'Details' and 'Print Test Results' are located to the right of the 'Failed' status.

## Rescheduling missed exam:

The system locks a student out of being allowed to reschedule 3 days prior to exam.

If you did not attend an exam you were scheduled for, the option to repay/reschedule will reappear as an option after the test results of the missed exam event are finalized ~3 days after missed event. Same process as above. **Test Fees are Non-Refundable** (we cannot reschedule within the 3-day window as test proctor schedules are set)

# STUDENT-FAQ

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## **I did not receive the registration email. How do I get that resent?**

- The system won't resend the registration email if a student's email is changed/corrected. Any student that does not get the TMU registration email can login using their email on file and do a forgot password. That will get them to the same place to complete registration.

## **I passed but the site says hold/invalid?**

- Hold/Invalid is a normal system setting after a student has tested and is archived in our system. The test results are further down the page.

## **I need to reschedule.**

- Students can reschedule in the system up to 3 days before exam. Once inside the window, the system will remove this option. If a student does not attend their scheduled event, they will be marked as a no show, and the system will allow rescheduling/repayment 24-48 hours after the scheduled event has concluded. **Test fees are non-refundable.**

## **What Payments are accepted?**

- Visa, Discover, and Mastercard. We are unable to accept AMEX.

## **How can I see what dates are available before I pay?**

- The test date icon can be seen prior to logging into the TMU site. Select it and you can view the calendar before paying. (Note: Dates shown may change once logged in due to removing those closed for specific groups.)

# Sponsorship

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Facilities not teaching but sending employees to KCTC for training with the facility paying for testing

# SPONSORSHIP- Payment Process

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## KCTC

### Coordinator:

Pull up the Facility in TMU and designate as a sponsor and save. (You may also select Purchase Order if invoicing is approved for that facility)

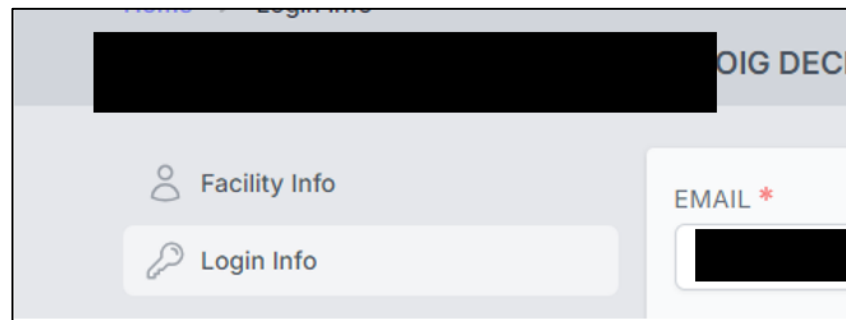
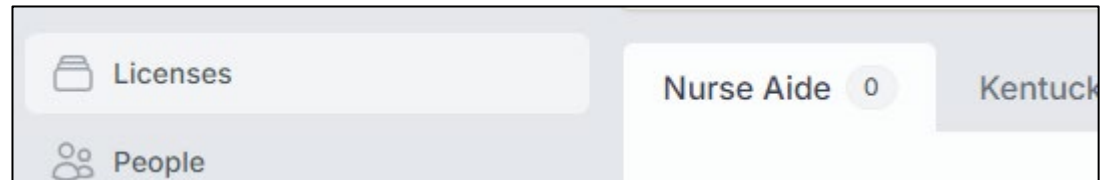
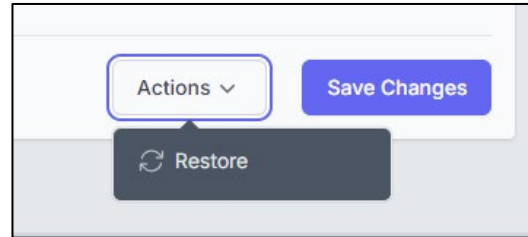
The screenshot shows a web interface with a light blue background. On the left, there is a vertical grey bar. The main content area has a white background with a thin grey border. At the top of this area, the word "Actions" is displayed in a bold, dark grey font. Below it, the text "Abilities this Facility can perform" is shown in a smaller, regular dark grey font. To the right of this text is a list of eight actions, each preceded by a checkbox. The "SPONSOR" action is selected, indicated by a blue checkmark inside the checkbox. The other actions are unselected, with empty checkboxes. The actions listed are: BRIDGE, EMPLOYER, PURCHASE ORDER, REPORTING, SPONSOR, TESTING, TRAINING, and WAIVER.

Actions
<input type="checkbox"/> BRIDGE
<input type="checkbox"/> EMPLOYER
<input type="checkbox"/> PURCHASE ORDER
<input type="checkbox"/> REPORTING
<input checked="" type="checkbox"/> SPONSOR
<input type="checkbox"/> TESTING
<input type="checkbox"/> TRAINING
<input type="checkbox"/> WAIVER

# SPONSORSHIP- Payment Process

## KCTC Coordinator:

1. If archived, they will need restored.
2. Enable the Nurse Aide License.
3. Add to their Name field that they are: Active for SRNA payment only, not teaching.
4. Check Facility Login Credentials are correct.



# SPONSORSHIP- Payment Process

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## **KCTC Instructor:**

When creating the student in TMU, scroll down to sponsor, select, and save.



The image shows a screenshot of a form field. On the left, the label "Sponsor" is displayed. To its right, the word "SPONSOR" is written above a dropdown menu. The dropdown menu currently displays the text "No Sponsor" and has a small downward-pointing arrow on the right side, indicating it can be expanded to show other options.

# SPONSORSHIP- Payment Process

The **KCTC KNAT Coordinator** will need to follow the sponsorship instructions in prior slides to activate the facility in TMU as a sponsor, confirm login, and add the sponsor facility to each applicable student's profile.

## Sponsor Facility:

Log into: <https://ky.tmutest.com/>

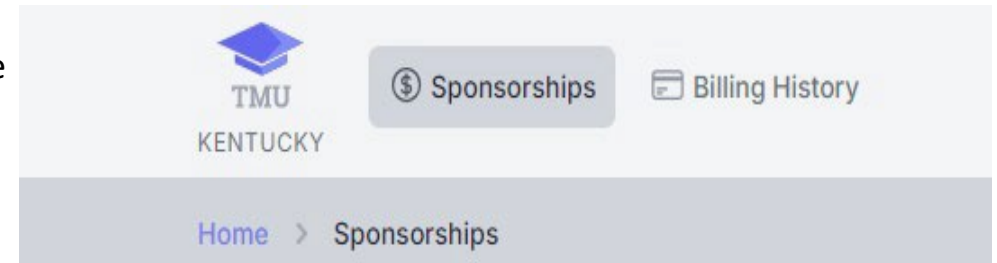
- Once students/employees have been **marked complete** by their instructor, the facility can log in and pay for testing.
- Eligible students/employees will be listed. Select and add to cart to pay

### Student/Instructor:

Once paid, the student or instructor can schedule as usual.

### Test Fees are Non-Refundable

**NOTIFICATION: Performance test will INCREASE to \$95 as of 7.1.24**



## Accepted Payment Types:

- Visa, Discover, and Mastercard. We are unable to accept AMEX. Setting up the purchase order selection in the system may be an option in some circumstances, that is up to the specific testing site.

Written Test only: \$40

Written Test - oral version: \$55

Performance Test only: \$75

# Additional FAQ

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## **Who can pay for an exam?**

- The facility or student can pay for the exam.

## **What is the difference between instructor and facility logins/roles?**

Instructor:

- Enter and complete students.
- Schedule exams
- Only see your students
- Run reports.

Facility:

- Will say the facility name upon log in like “Welcome Smith School”.
- Here you can view all eligible student for the school/facility,
- See if students are scheduled for tests.
- Run reports.
- Pay for testing if applicable.
- Once a student passes, they will be off the list but still viewable in reports.

## **Did I read somewhere you had to have different email?**

- If you have different roles, you will need different emails used for each login for password recovery.

Training Questions:

[KYNurseAideTraining@kctcs.edu](mailto:KYNurseAideTraining@kctcs.edu)

Testing Questions:

[NurseAideTesting@kctcs.edu](mailto:NurseAideTesting@kctcs.edu)



# Helpful Resources

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**MAIN Website for Testing:**

<https://ky.tmutest.com/>

**Instructor Application for website (must apply to be able to add/complete students):**

<https://ky.tmutest.com/apply>

**Kentucky's Page on Headmaster (Helpful resource links and how to instructions):**

[KY Specific Page on TMU/Headmaster Information Site](#)

**TMU/Headmaster Main Page/Question of the day (left):**

[TMU/Headmaster Main Page](#)

- [TMU Student Account Creation](#)
- [TMU Testing Website FAQ](#)

**KCTCS Nurseaide Site**

**(Information, resources and coordinators/test site contact information) :**

[KCTCS SRNA Informational Website](#)

# Helpful Resources

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Program Changes (New Program, Site Change, Instructor Change, etc.):  
must complete a new MAP 414 within 30 days

Located here: [MAP 414 Application](#)

Instructors that have completed the required MOI course can be found on the MOI  
Registry:

Located here: [MOI Instructor Registry](#)

Training Questions:

[KYNurseAideTraining@kctcs.edu](mailto:KYNurseAideTraining@kctcs.edu)

Testing Questions:

[NurseAideTesting@kctcs.edu](mailto:NurseAideTesting@kctcs.edu)