

Student

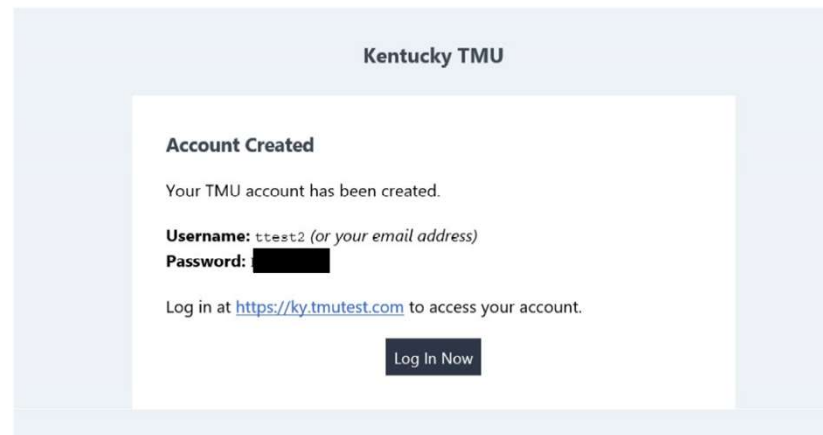
Registration, Payment, Scheduling, View and
Print Results, Study Guide

STUDENT- Account Creation

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

Subject: Account Created

From: <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

Log into:

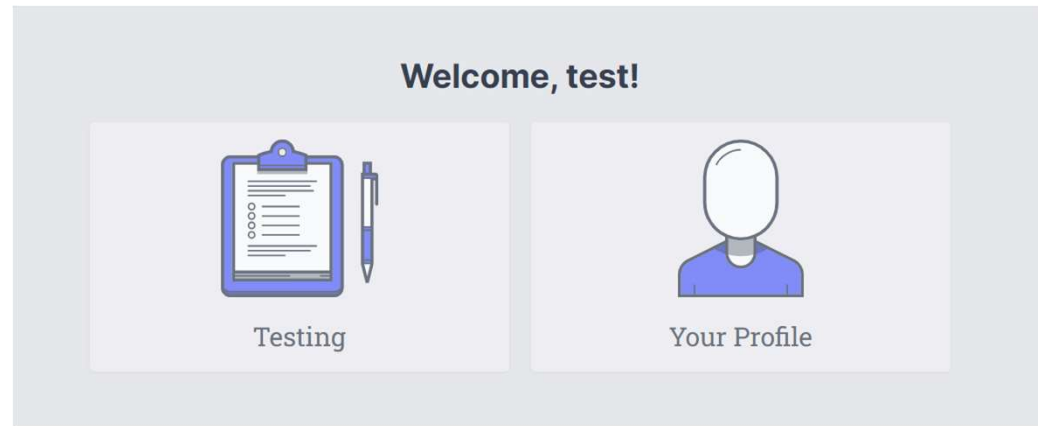
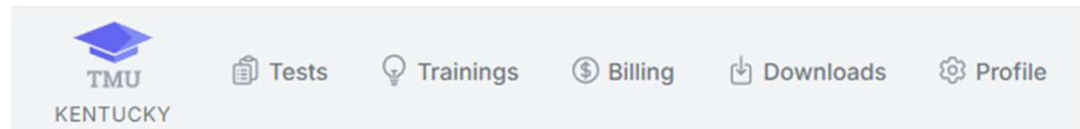
<https://ky.tmutest.com/>

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

1. Select Testing:



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



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)

The screenshot shows a web interface titled "Your Tests" with a "Scheduling" section. It contains a table with the following data:

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

At the bottom right of the table area is a blue button labeled "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.

STUDENT- Pay/Schedule

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.

STUDENT- Pay/Schedule

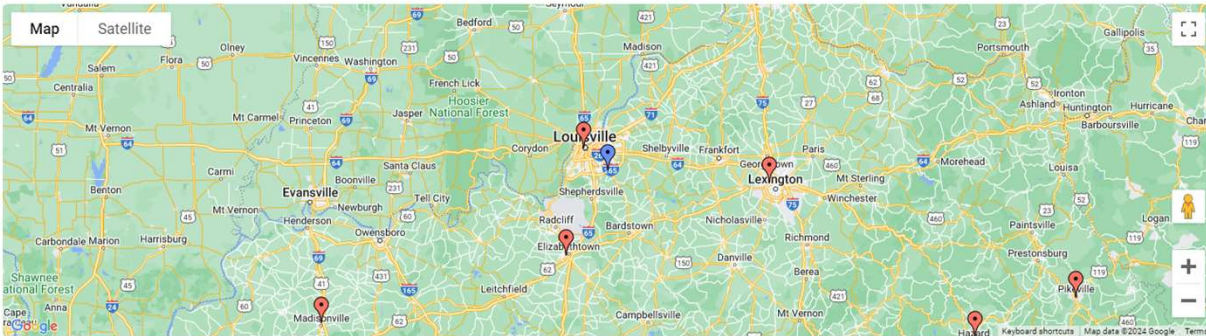
It will list by date or select site on Map to filter:

5. Select Schedule →

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

Hide Map

Map Satellite

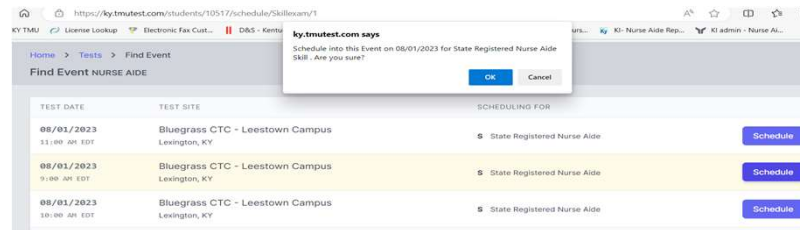


Available location Selected location Your address

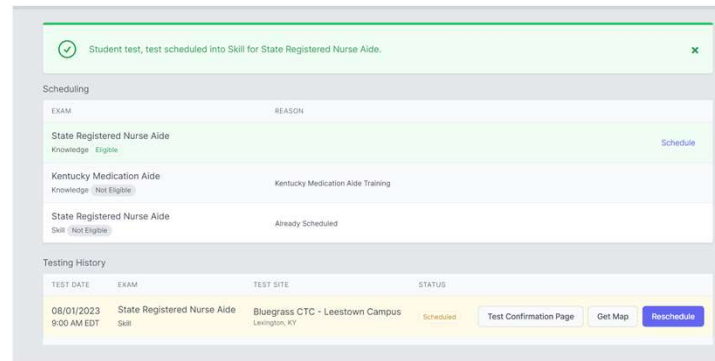
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	Schedule
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	Schedule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

STUDENT- Pay/Schedule

- Click on the **blue schedule** button then confirm:



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



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
 104 Opportunity Way Building IV 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**

- Documents that establish both Identity and Employment Authorization, OR
- Documents that establish Identity; AND
- Documents that establish Employment Authorization
- All personal documents shall identify the individual's matching full name to include the middle initial.
- 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.
- 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- 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.

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

TEST DATE	EXAM	TEST SITE	STATUS		
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)

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' interface. It features a 'Scheduling' section with a table of exams and a 'Testing History' section with a table of past test results. An orange arrow points to the 'Kentucky Medication Aide Knowledge' exam in the scheduling table.

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

Buttons: Add Selected Items to Cart, Please take our satisfaction survey

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

Buttons: Details, Print Test Results

Rescheduling missed exam:

The system locks a student out of being about 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

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.