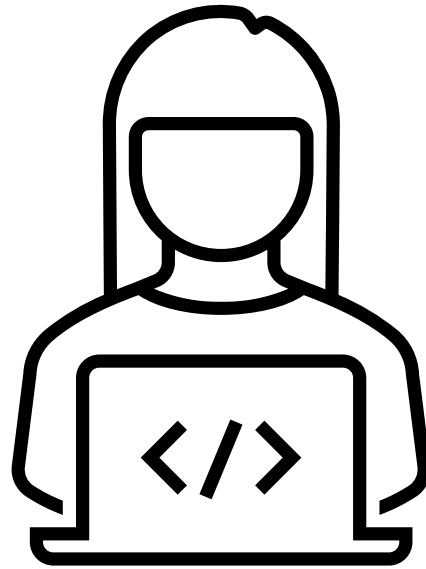
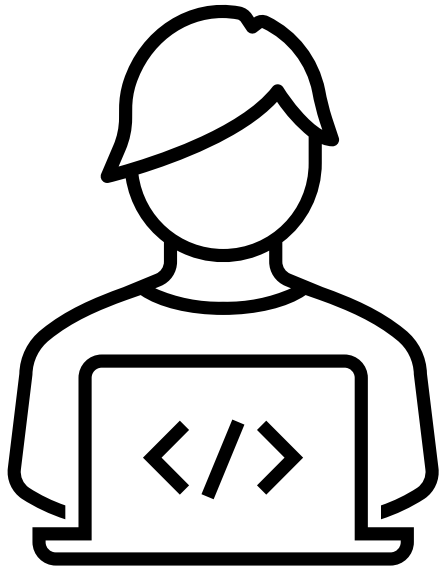


# STUDENT EDITION



# TMU: KY SRNA Testing Site User Guide

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WEBSITE FOR SCHEDULING NURSEAIDE  
STUDENTS FOR THEIR STATE EXAM

# Student

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

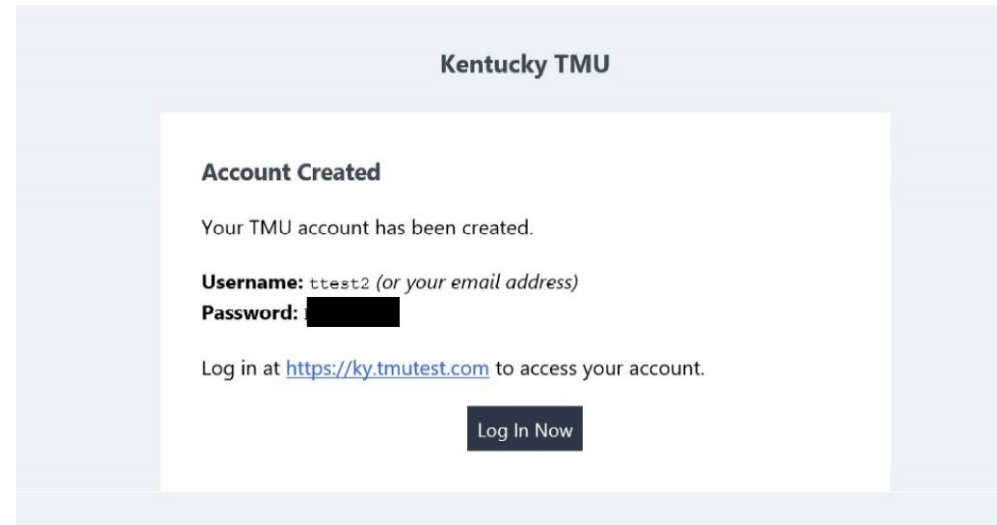
# STUDENT- Account Creation

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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

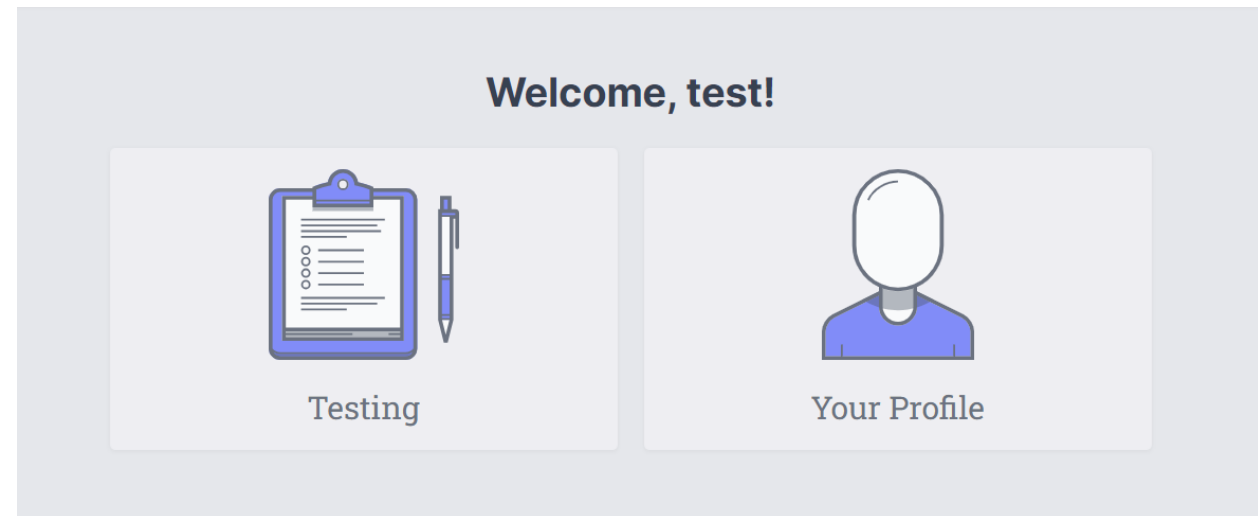
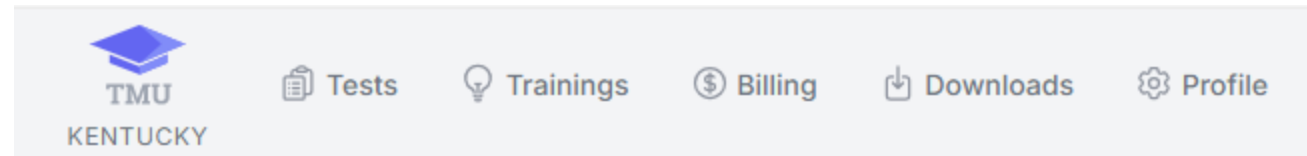
Log into:  
<https://ky.tmutest.com/>

(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.



**(Students needing an audio test needs 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)

The screenshot shows a web interface titled "Your Tests" with a "Scheduling" section. It contains a table with three rows of test items, each with a checkbox in the first column and a reason in the second column. The first row is a header with "EXAM" and "REASON". The second row shows "State Registered Nurse Aide Knowledge" with a "Not Eligible" tag and the reason "Payment Required". The third row shows "Kentucky Medication Aide Knowledge" with a "Not Eligible" tag and the reason "Kentucky Medication Aide Training". The fourth row shows "State Registered Nurse Aide Skill" with a "Not Eligible" tag and the reason "Payment Required". A blue button labeled "Add Selected Items to Cart" is located at the bottom right of the table area.

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 needs marked in system by Instructor prior to payment)**

# 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	Action
State Registered Nurse Aide Knowledge Eligible		<a href="#">Schedule</a>
Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training	
State Registered Nurse Aide Skill Eligible		<a href="#">Schedule</a>

**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 needs marked in system by Instructor prior to payment)**

# STUDENT- Pay/Schedule

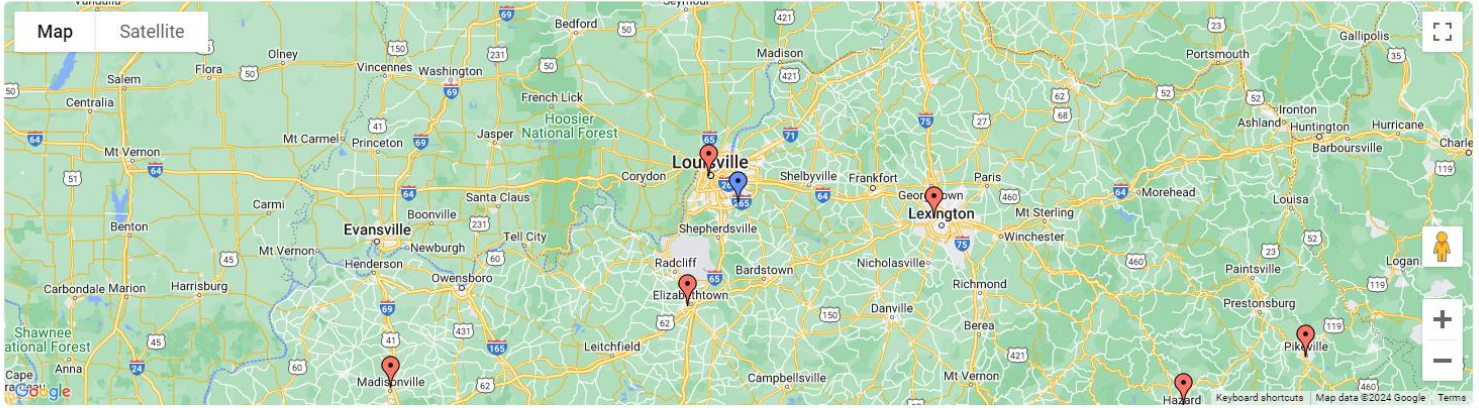
It will list by date or select site on Map to filter:

5. Select Schedule →

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

Hide Map

Map Satellite

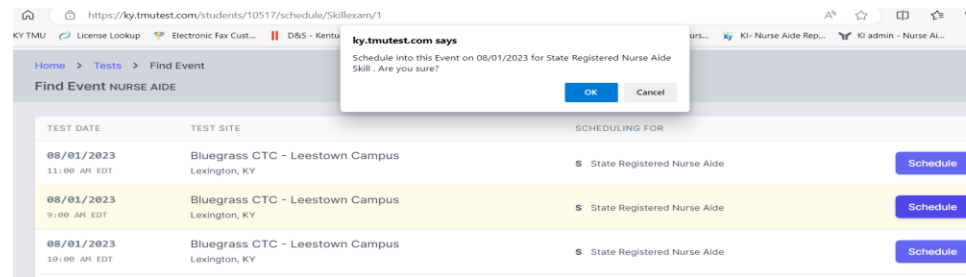


Available location Selected location Your address

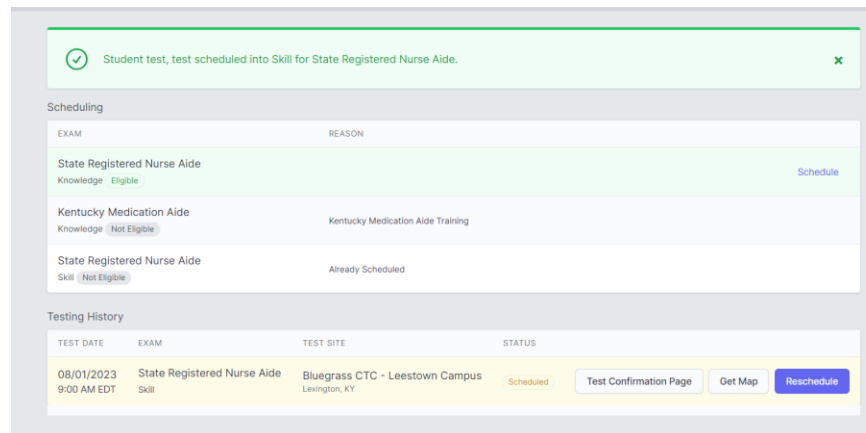
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	<a href="#">Schedule</a>
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge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

# 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



## 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- 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. ✕

Scheduling

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

Testing History

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

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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. x

Scheduling

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

Testing History

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

# 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. It features a table with columns for EXAM and REASON. The first three rows show 'Hold / invalid record status' for 'State Registered Nurse Aide Knowledge', 'Kentucky Medication Aide Knowledge', and 'State Registered Nurse Aide Skill'. Below this is a 'Testing History' section with a table containing columns for TEST DATE, EXAM, TEST SITE, and STATUS. Two rows show 'Passed' status for 'State Registered Nurse Aide Knowledge' and 'State Registered Nurse Aide Skill' on 07/19/2023 at Elizabethtown CTC. Each row in the Testing History table includes 'Details' and 'Print Test Results' buttons.

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

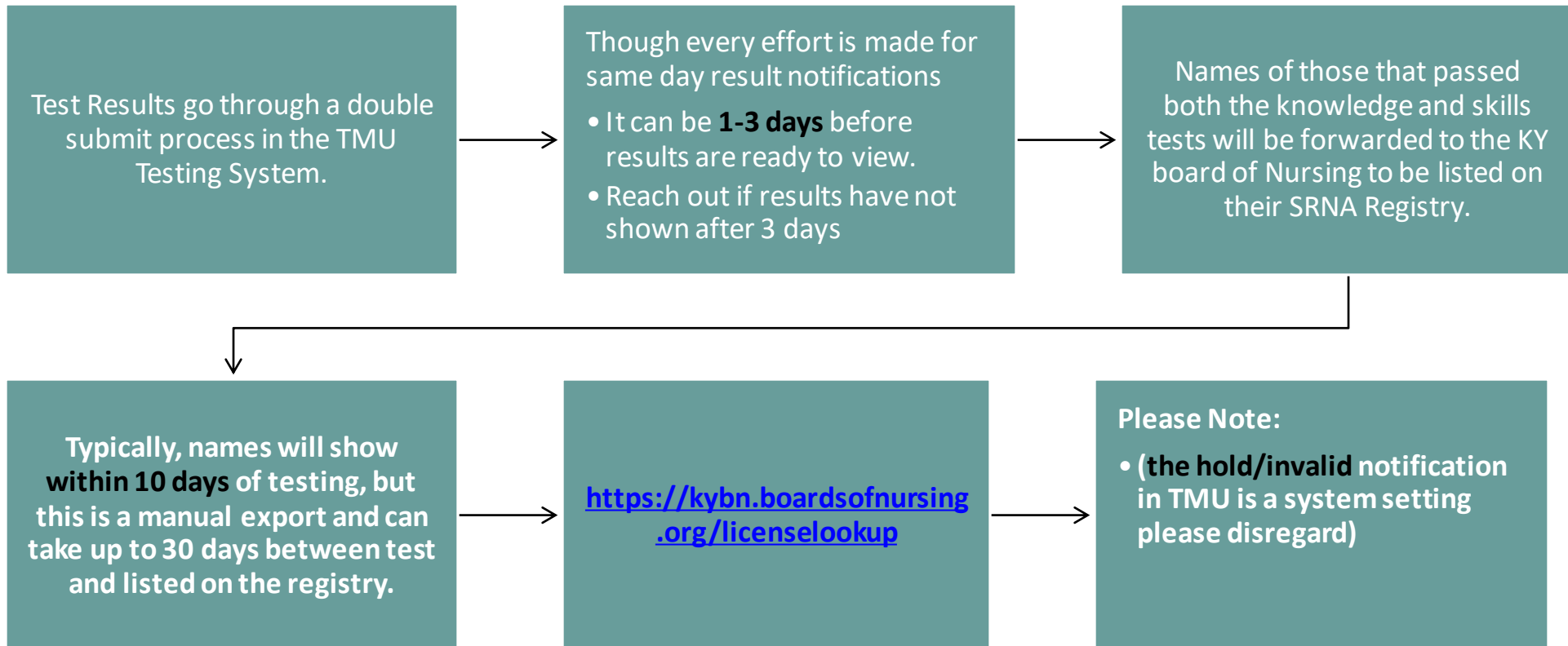
TEST DATE	EXAM	TEST SITE	STATUS		
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Knowledge	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Skill	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results

**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:

**Your Tests**

Scheduling

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

Add Selected Items to Cart

Please take our satisfaction survey

**Testing History**

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

Details Print Test Results

## 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)

# Helpful Resources

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**MAIN Website for Testing:**

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

**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](#)

**KCTC Nurseaide Site (Information and coordinators/test site contact information):**

[KCTCS SRNA Informational Website](#)

**Training Questions:**

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

**Testing Questions:**

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