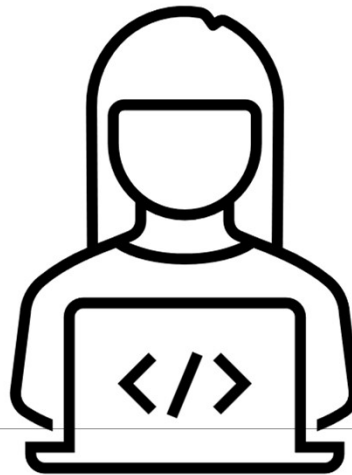
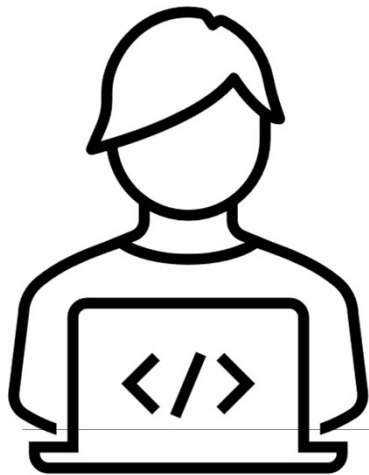


## STUDENT EDITION



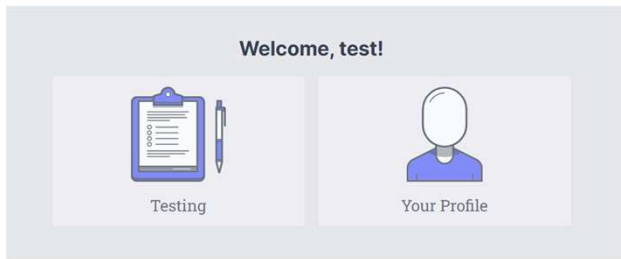
# TMU: KY SRNA Testing Site User Guide

WEBSITE FOR SCHEDULING NURSEAIDE  
STUDENTS FOR THEIR STATE EXAM

# Helpful Resources:

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

- **MAIN Website for Testing:**  
<https://ky.tmutest.com/>



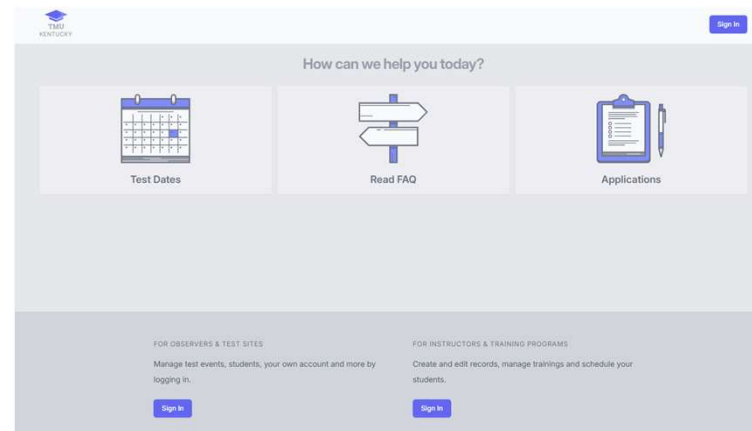
- **KCTCS Nurseaide Site:**  
<https://nurseaide.kctcs.edu/>



# TMU SRNA Testing Website

---

<https://ky.tmutest.com>



# TMU SRNA Testing Website Access Levels

---

## 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

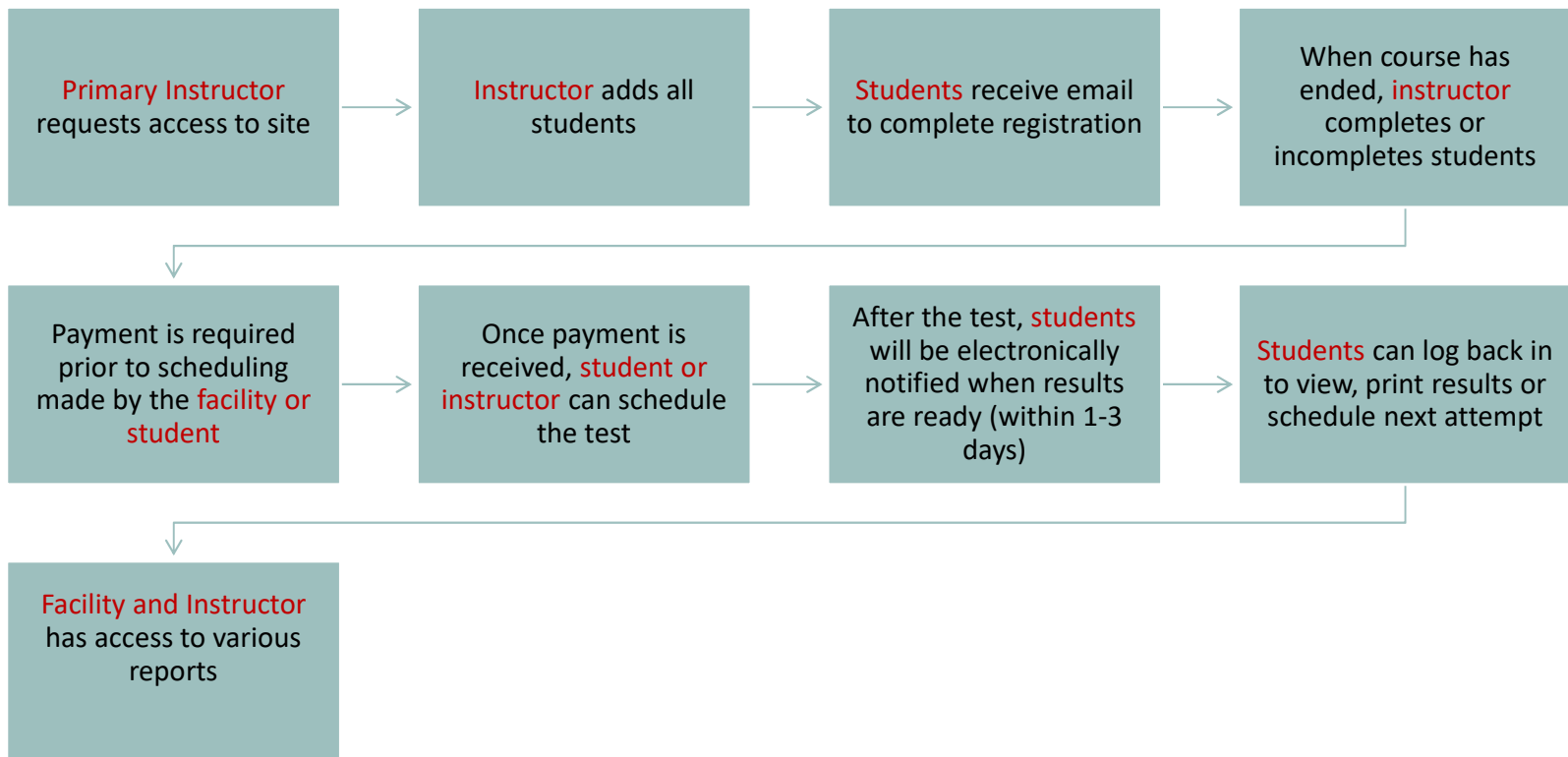
Test Payments

Access to Reports

## Sponsor Access

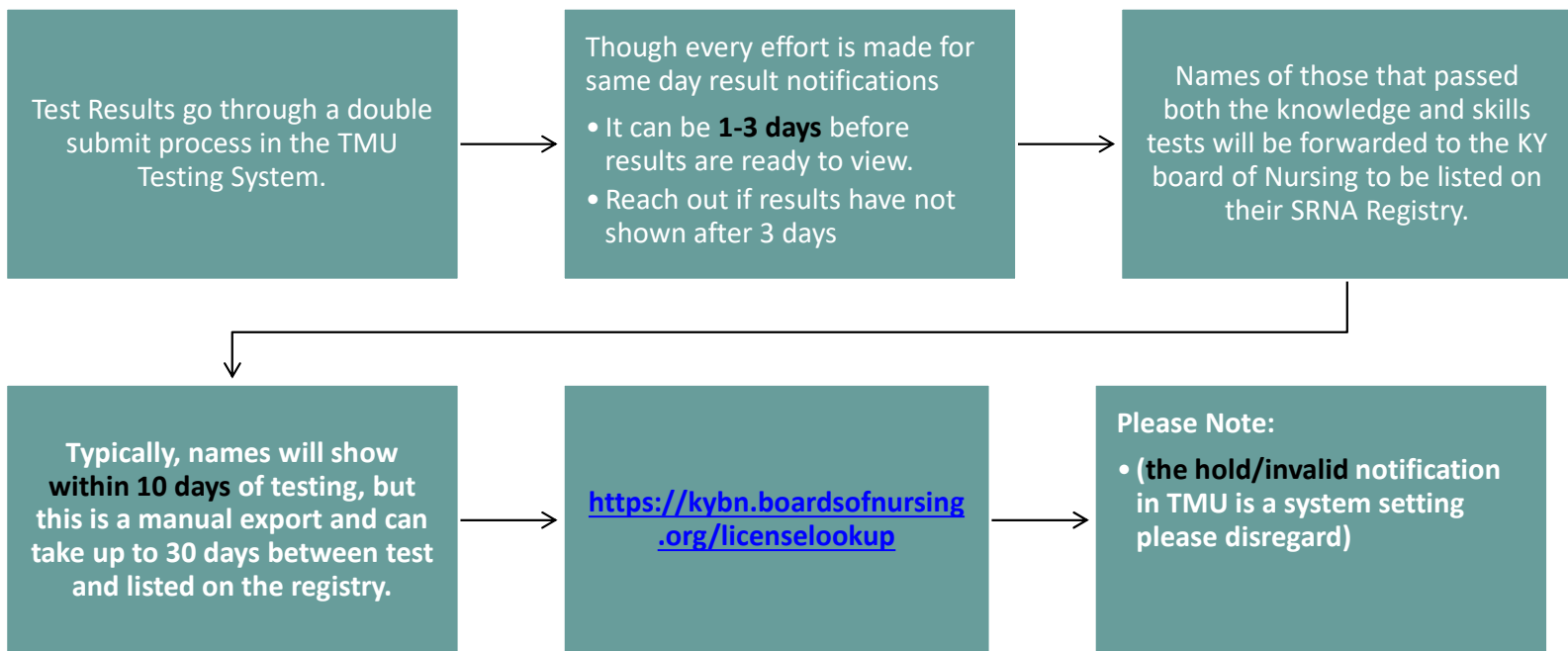
Allows facilities that send employees elsewhere for the course to be able to have access to pay for the state test

# PROCESS



# KBN NURSE AIDE REGISTRY

---



# Student

---

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

CURRENT TESTING FEES CAN BE FOUND:

<https://nurseaide.kctcs.edu/online-testing/index.aspx>

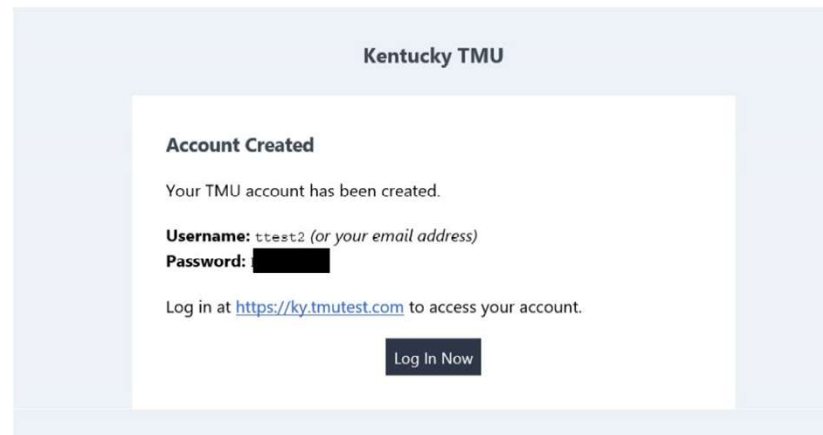
# STUDENT- Account Creation

---

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

**Subject: Account Created**

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



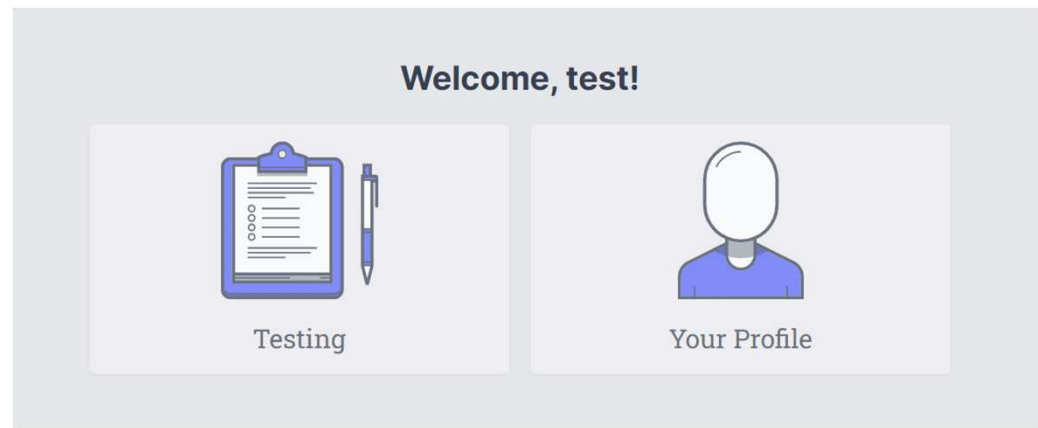
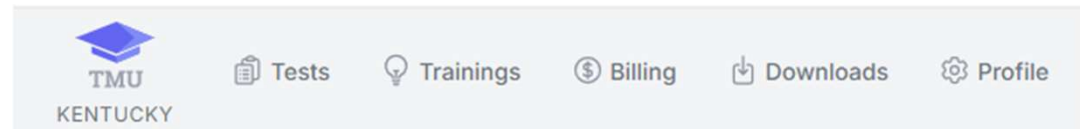
# STUDENT- Pay/Schedule

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 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)

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, an "EXAM" name, and a "REASON" for ineligibility. A blue button labeled "Add Selected Items to Cart" is located at the bottom right of the table.

<input type="checkbox"/>	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

[Add Selected Items to Cart](#)

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

**(Students needing an audio test need 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	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.

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

# STUDENT- Pay/Schedule

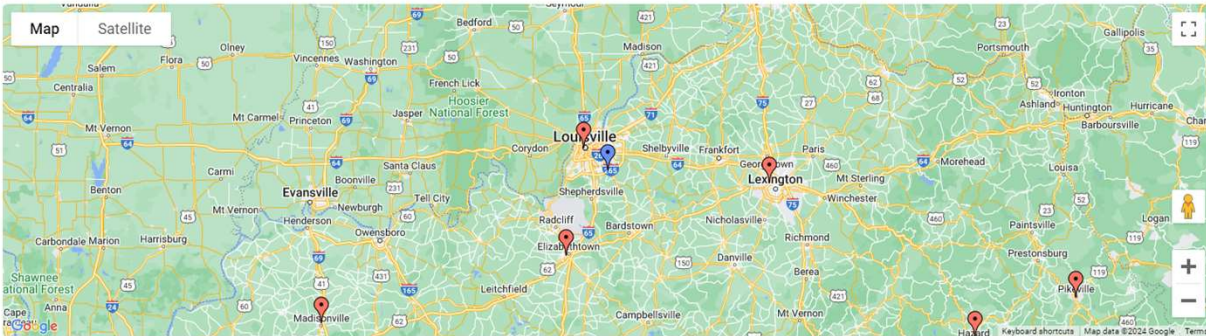
It will list by date or select site on Map to filter:

5. Select Schedule →

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

Hide Map

Map Satellite

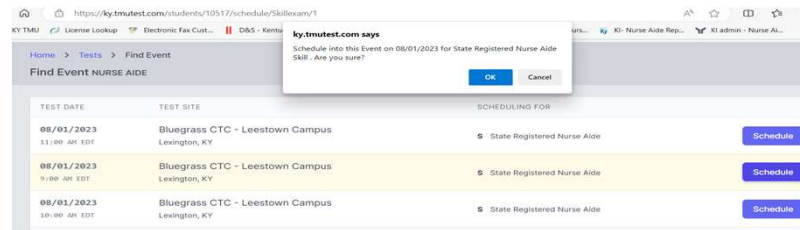


Available location Selected location Your address

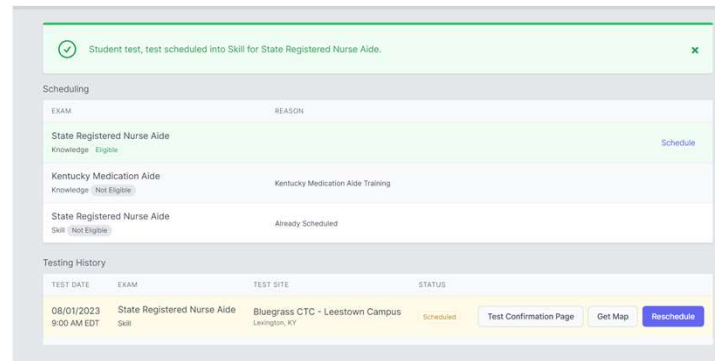
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	<a href="#">Schedule</a>
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge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

- 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- 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 SKR	Bluegrass CTC - Leestown Campus Leestown, 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:** SKR - State Registered Nurse Aide  
**Test Site:** Bluegrass CTC - Leestown Campus  
164 Opportunity Way Building N Room 109  
Leestown, KY 40311

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

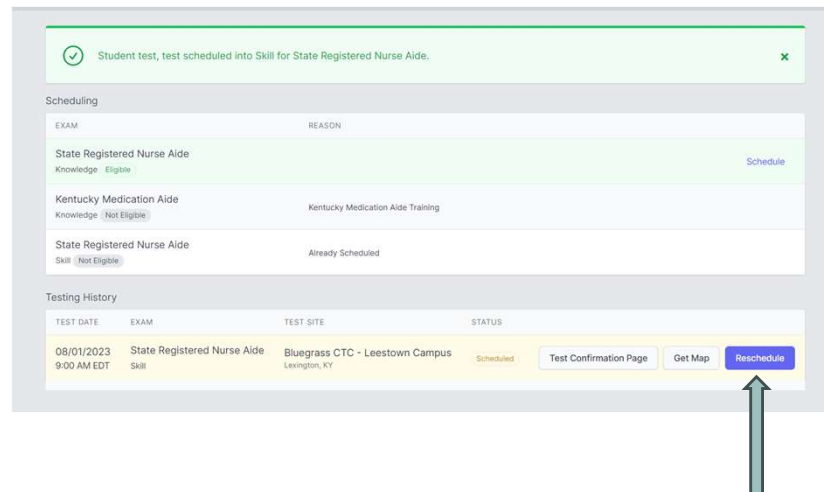
1. Documents that establish both Identity and Employment Authorization, OR
2. Documents that establish Identity; AND
3. Documents that establish Employment Authorization
4. All personal documents shall identify the individual's matching full name to include the middle initial.
5. Please note that a letter 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

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:

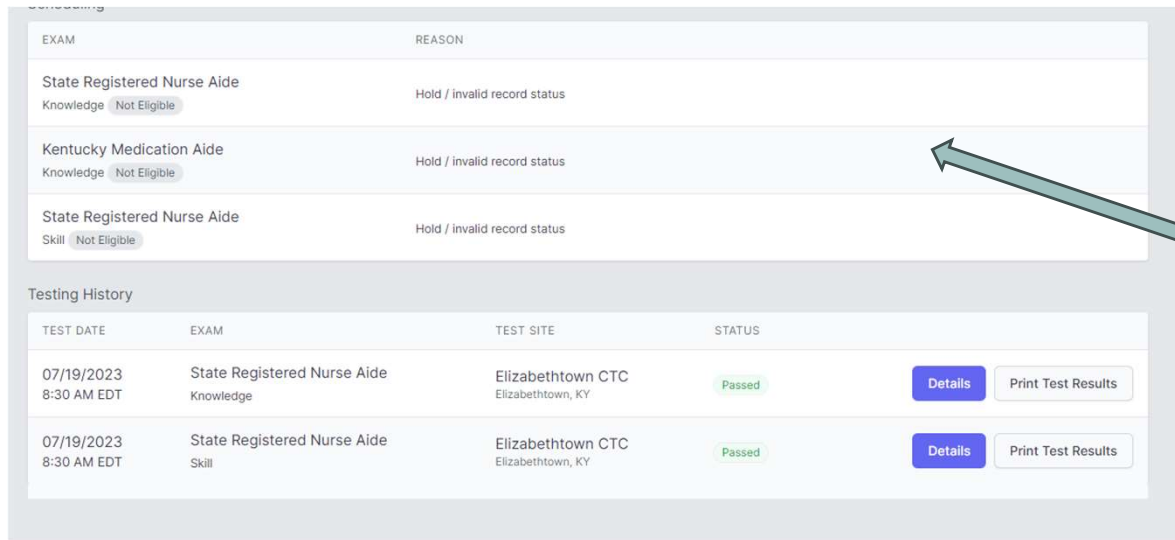
- The system locks a student out of being allowed to reschedule 3 days prior to exam. (reschedule button will not show)
- If you did not attend an exam you were scheduled for, the option to pay/reschedule will reappear as an option after the test results of the missed exam event are finalized ~3 days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



# STUDENT- 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 <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)**



# 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 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

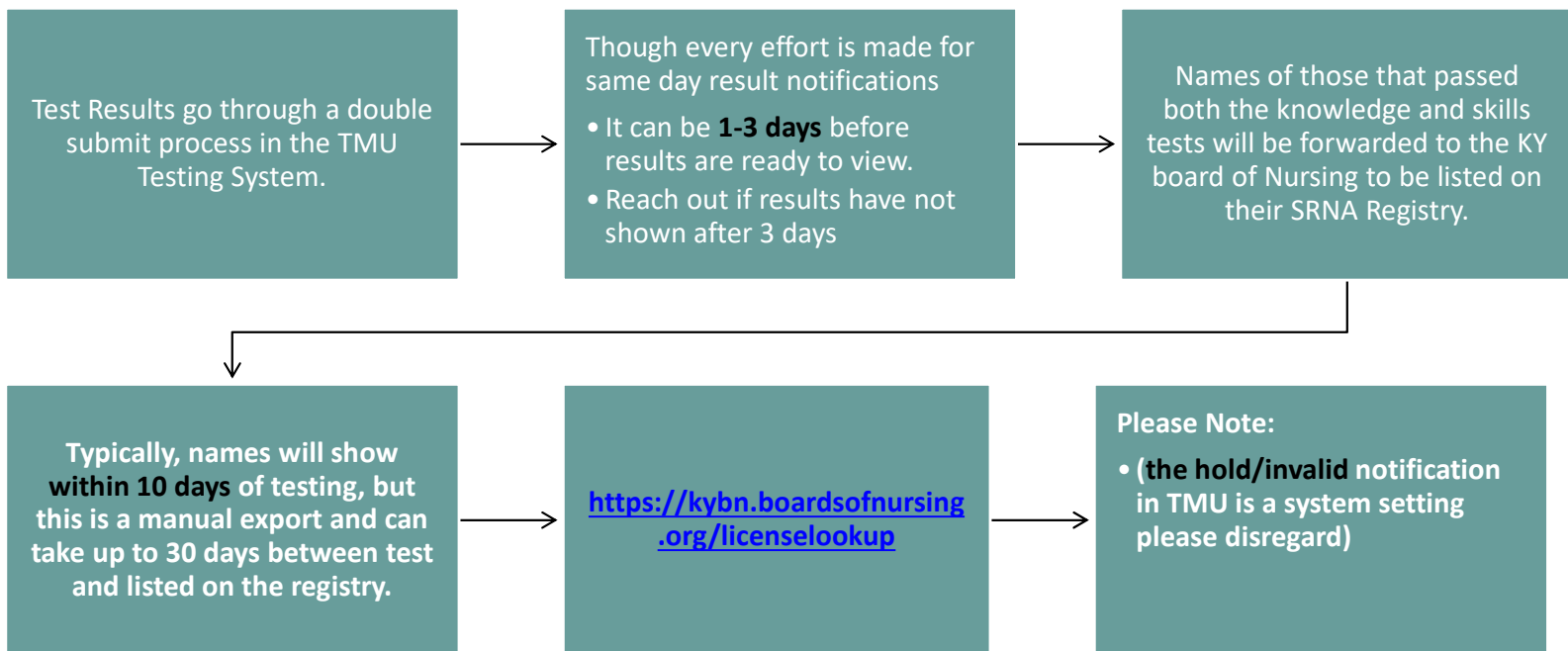
## Rescheduling missed exam:

The system locks a student out of being 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)

# KBN NURSE AIDE REGISTRY

---



# 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/show option for 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.)