STUDENT EDITION
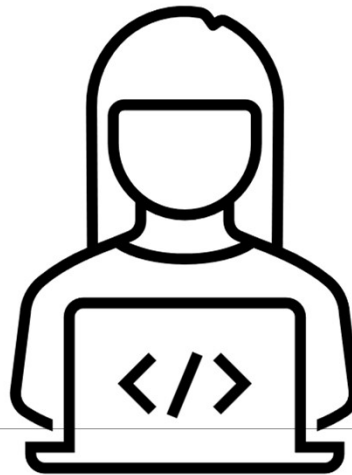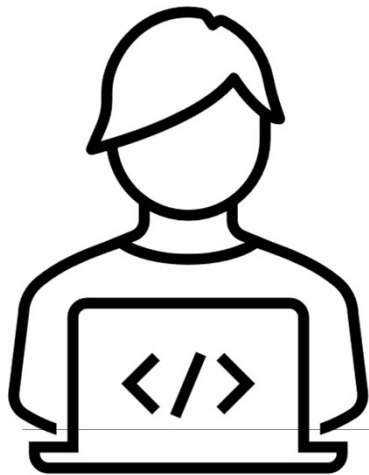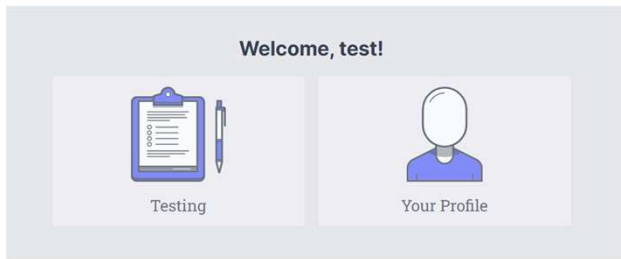
TMU: KY SRNA Testing Site User Guide

WEBSITE FOR SCHEDULING NURSEAIDE STUDENTS FOR THEIR STATE EXAM

Helpful Resources:

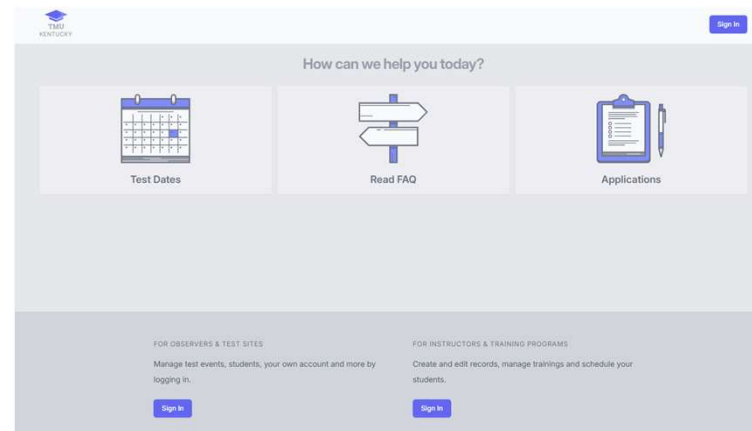Testing Questions: NurseAideTesting@kctcs.edu

- **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
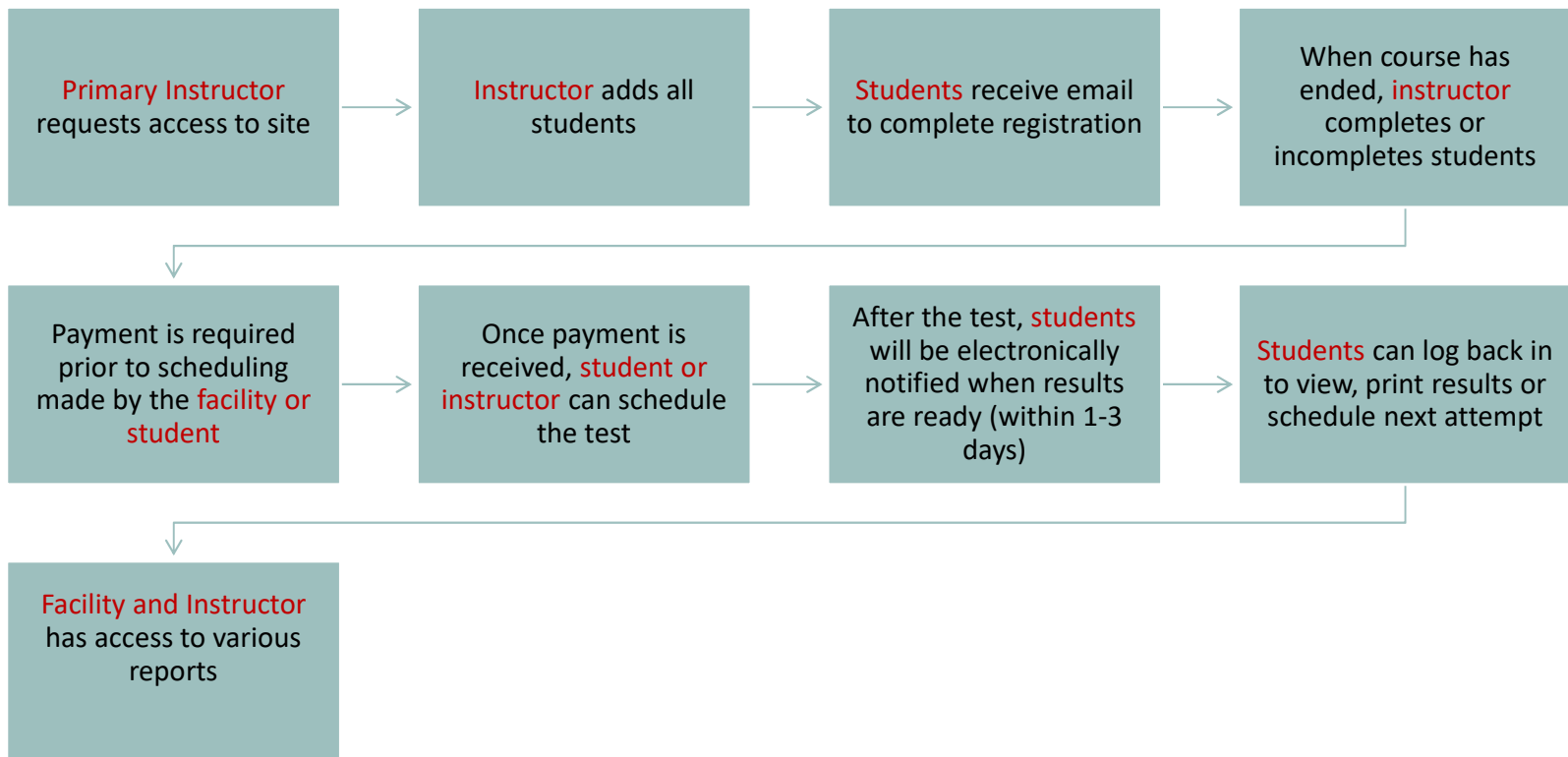- Reach out to activate/ review contact information
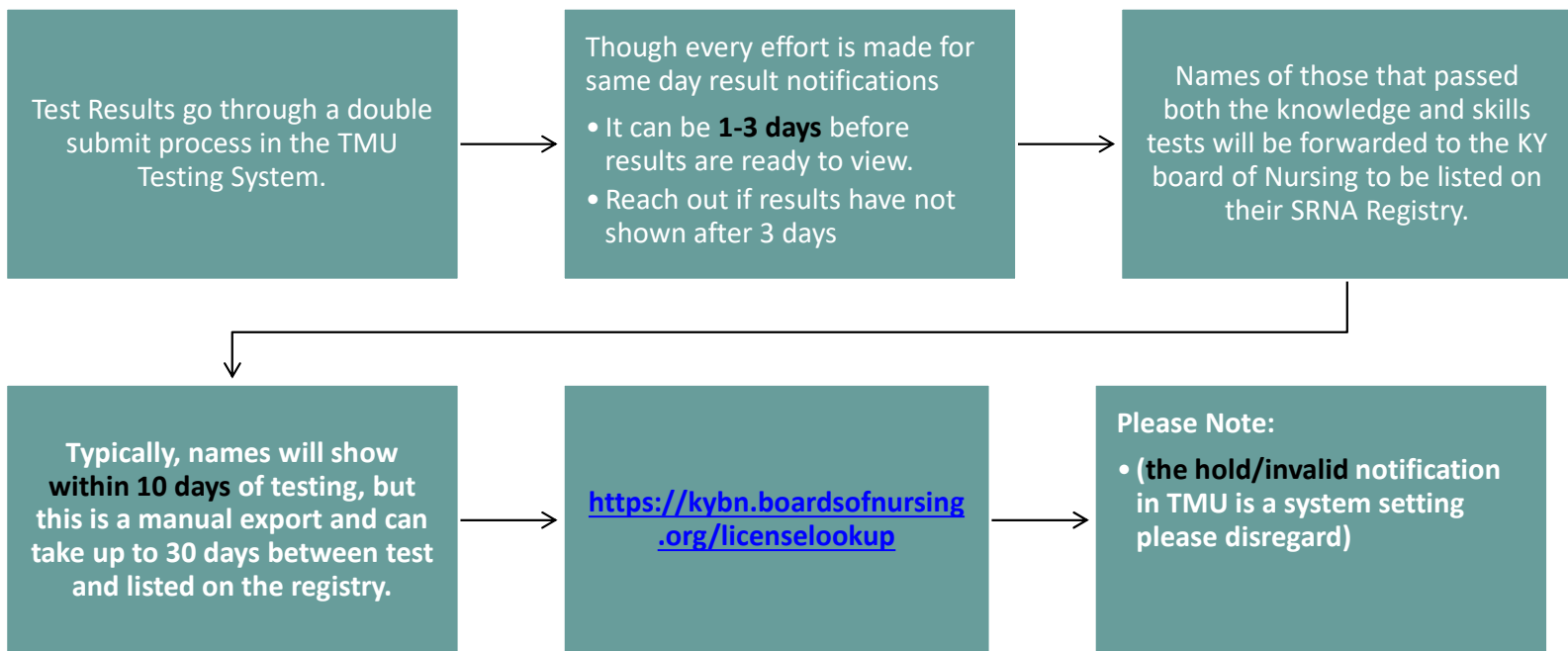- Test Payments
- Access to Reports

Sponsor Access

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

PROCESS

Primary Instructor requests access to site	**Instructor** adds all students	**Students** receive email to complete registration	When course has ended, **instructor** completes or incompletes students

Payment is required prior to scheduling made by the **facility or student**	Once payment is received, **student or instructor** can schedule the test	After the test, **students** will be electronically notified when results are ready (within 1-3 days)	**Students** can log back in to view, print results or schedule next attempt

Facility and Instructor has access to various reports

KBN NURSE AIDE REGISTRY

Test Results go through a double submit process in the TMU Testing System.

→

Though every effort is made for same day result notifications

- It can be **1-3 days** before results are ready to view.
- Reach out if results have not shown after 3 days

→

Names of those that passed both the knowledge and skills tests will be forwarded to the KY board of Nursing to be listed on their SRNA Registry.

Typically, names will show within 10 days of testing, but this is a manual export and can take up to 30 days between test and listed on the registry.

→

https://kybn.boardsofnursing.org/licenselookup

→

Please Note:
- (**the hold/invalid** notification in TMU is a system setting please disregard)

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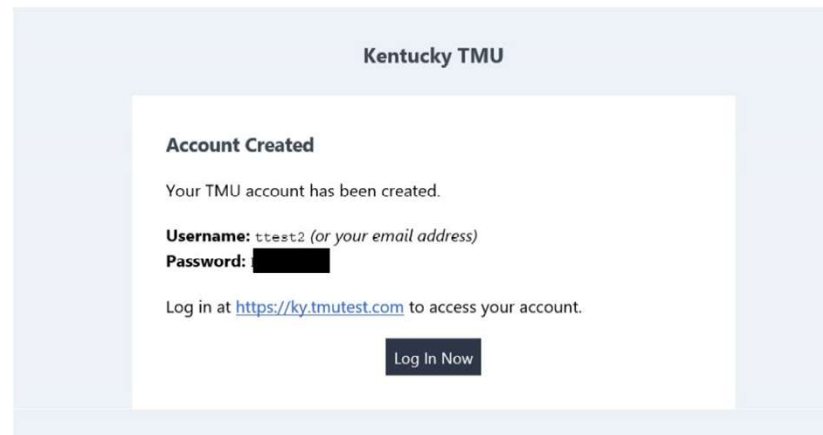
If not found, students can still log in using the email address the instructor put in TMU and do the forgot password process.

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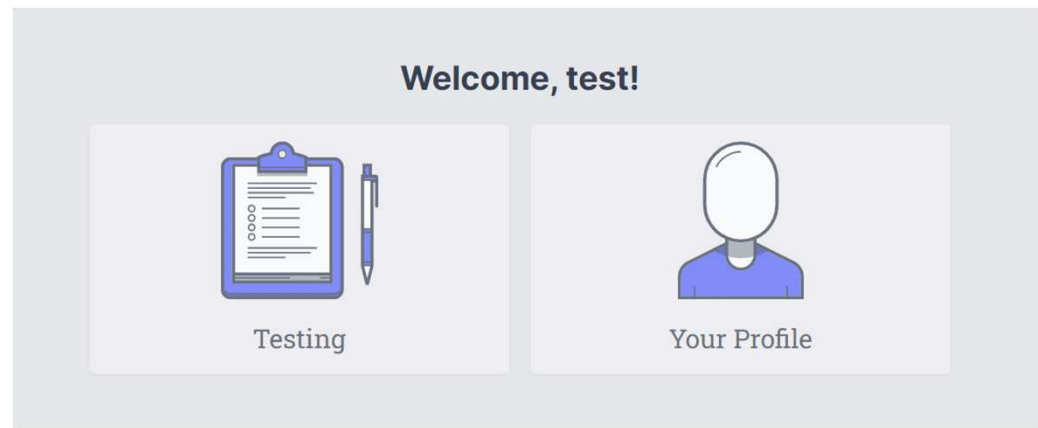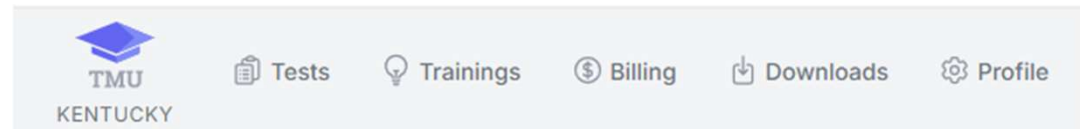
Log into:
https://ky.tmutest.com/

(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

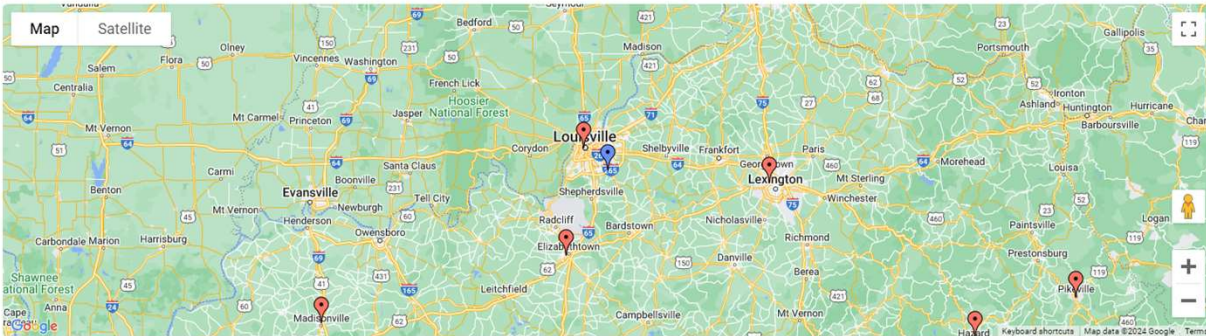2. If student pays for their exam, this screen will show: (if facility is paying, that needs to be completed first from the facility side and then this screen will be skipped for the student)

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):

(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 ⟶

STUDENT- Pay/Schedule

6. Click on the blue schedule button then confirm:
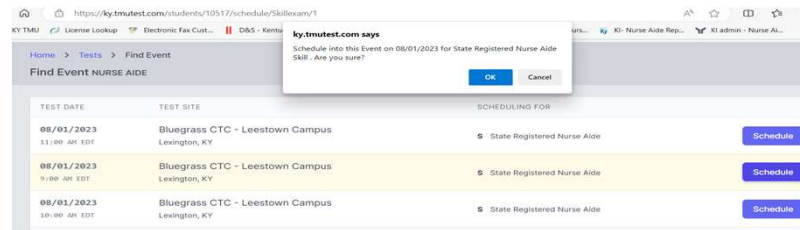
7. Scheduled Exam is in yellow

8. Then schedule the second exam (knowledge/skill)

9. Student may print confirmation with day of instructions and view directions

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- Rescheduling

Once scheduled, an instructor **cannot** change a students test schedule. The student can log in and rescheduled 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)
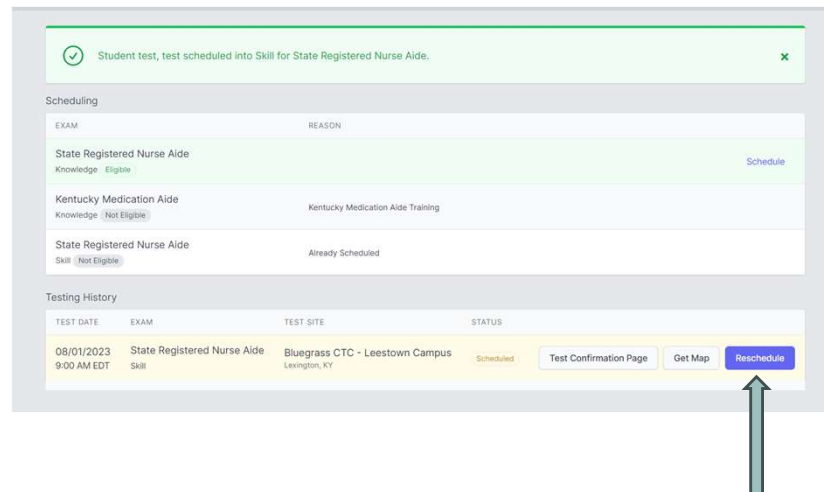
STUDENT- Results

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.

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:

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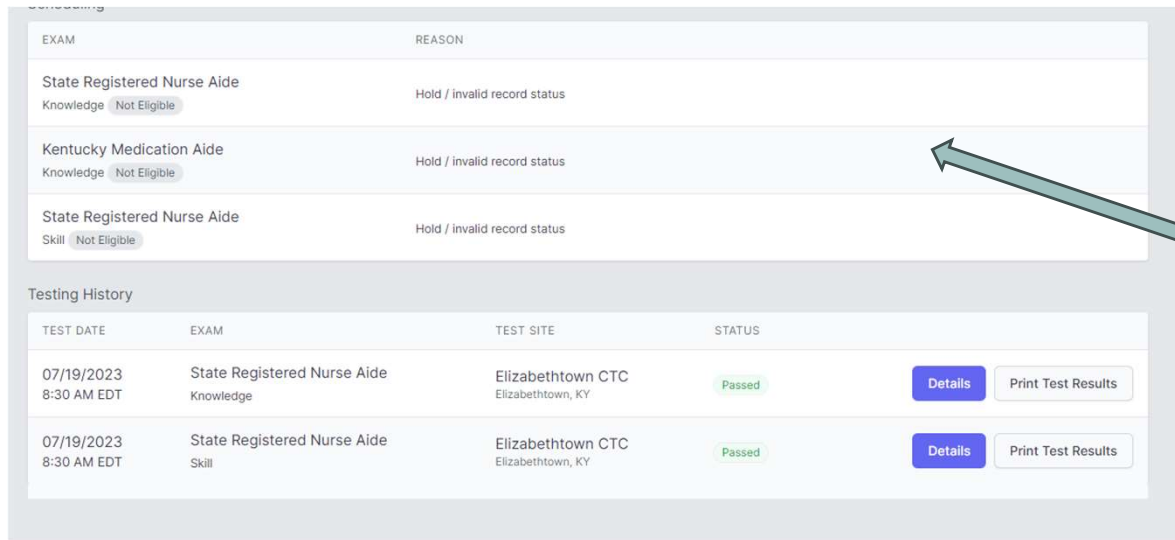The system locks a student out of being allowed to reschedule 3 days prior to exam.
If you did not attend an exam you were scheduled for, the option to repay/reschedule will reappear as an option after the test results of the missed exam event are finalized ~3 days after missed event. Same process as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

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https://kybn.boardsofnursing.org/licenselookup

Please Note:
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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.