

TMU: Certified Medication Aide I/II Testing Site User Guide

WEBSITE FOR SCHEDULING MEDICATION AIDE
STUDENTS FOR THEIR CMA I OR CMA II EXAM

FOR PRIMARY INSTRUCTORS, STUDENTS,
ADMINISTRATORS AND SPONSORS

TMU SRNA Testing Website

<https://ky.tmutest.com>

Guide Definitions:

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

INSTRUCTOR: The Didactic 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 CMA I/II exam.

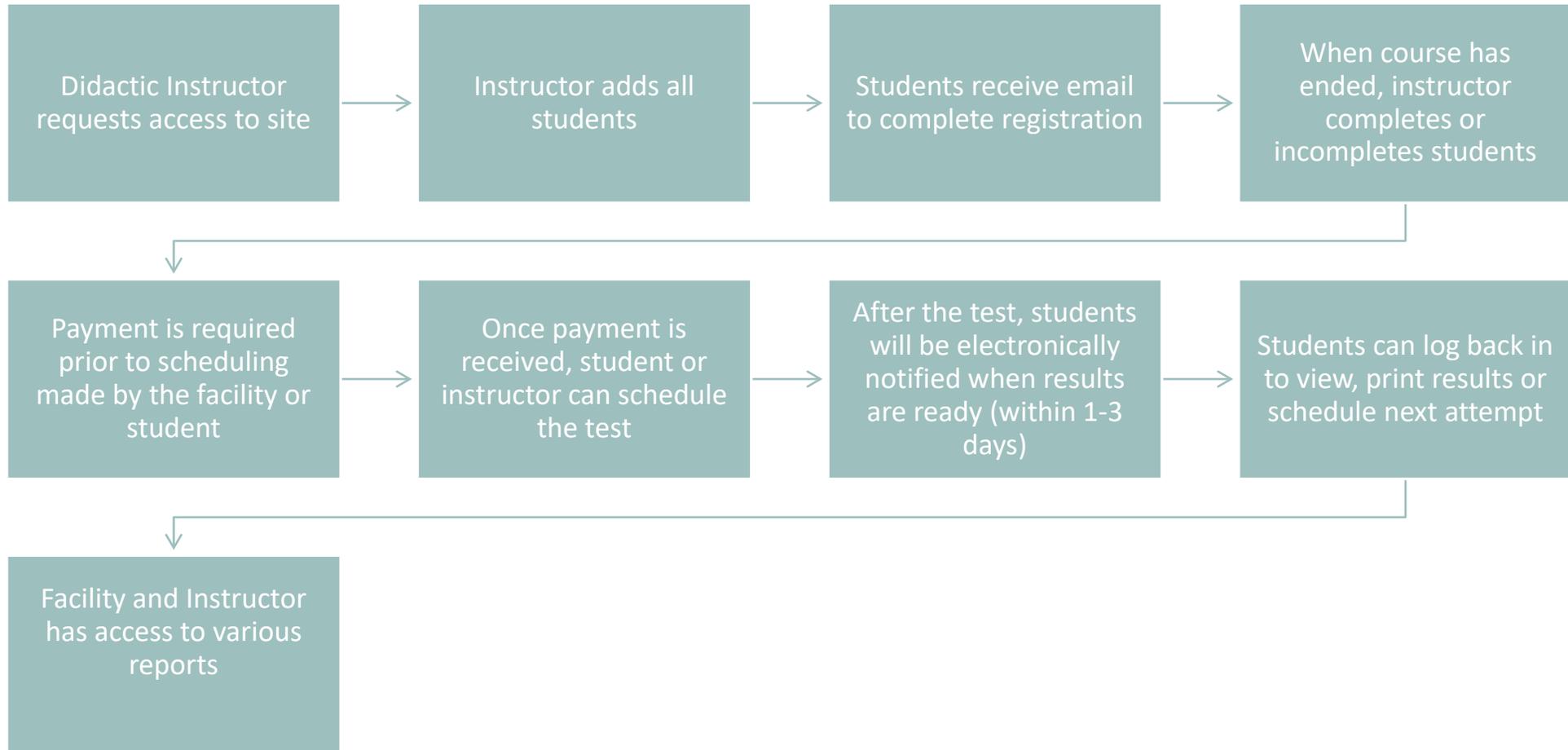
FACILITY: The Training Provider such as the school/long term care facility. This login access would be attached to whomever is responsible for test payment. **(May or May not be the Program's Instructor as this role has limited access)**

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 CMA Testing Website Access Levels

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 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

Didactic Instructors

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

Didactic RN Instructor Access

All didactic instructors at a facility will need a login to enter their students.

Instructors gain access by applying for a login:

Certified Medication Aide
Instructor Access Application:
<https://ky.tmutest.com/apply>

Once approved, an email with
login information will be sent

ANNUAL UPDATE:

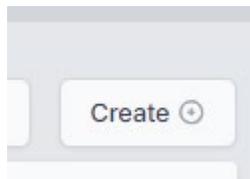
- Instructors must update their license expiration date and upload their RN license PDF in their TMU profile by OCT 31 each year or the system will archive their account.

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

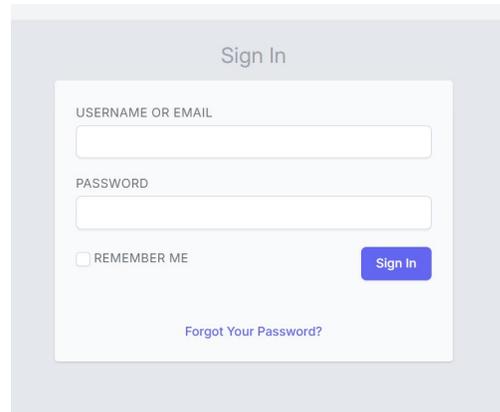
Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©

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



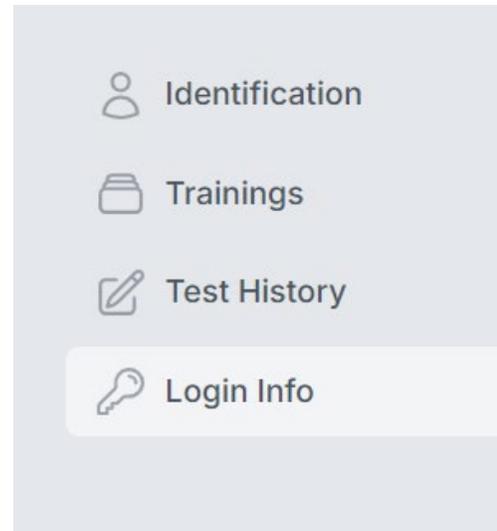
Sign In

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

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 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.

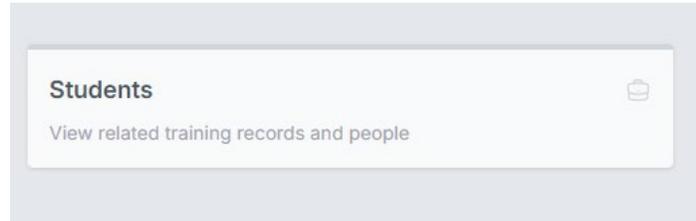
INSTRUCTOR- Scheduling Exams

Two
requirements

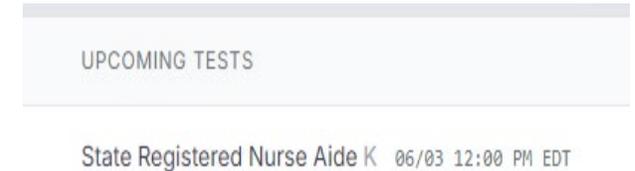
- Student must be marked “complete” in system
- Facility must have already paid or have PO in system

INSTRUCTOR- Scheduling Exams

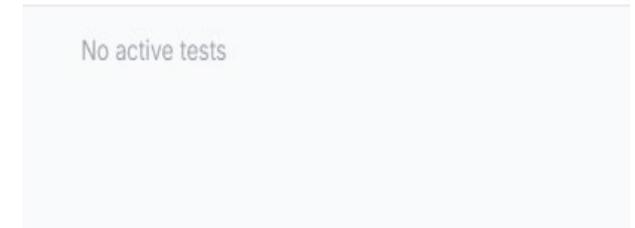
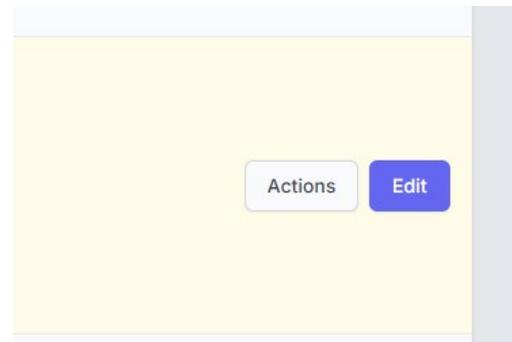
1. Select Students:



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



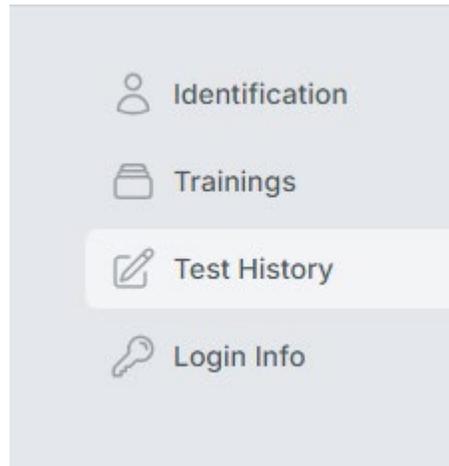
3. To schedule, hover over the student and select edit:



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INSTRUCTOR- Scheduling Exams

4. Select Test History



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

The screenshot shows a 'Scheduling' table with two columns: 'EXAM' and 'REASON'. The first row is for 'State Registered Nurse Aide' with 'Nursing Assistant Training' as the reason and a 'Not Eligible' status. The second row is for 'Kentucky Medication Aide' with 'Nursing Assistant Training' as the reason and an 'Eligible' status. A blue 'Schedule' button is visible in the right margin of the second row.

EXAM	REASON
State Registered Nurse Aide Knowledge Not Eligible	Nursing Assistant Training
Kentucky Medication Aide Knowledge Eligible	Nursing Assistant Training

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INSTRUCTOR- Scheduling Exams

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

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	
05/29/2024 2:00 PM EDT #7769	Gateway CTC Edgewood, KY Jessica Lauren Boggs	K Kentucky Medication Aide	2 Knowledge Students	Schedule
05/29/2024 8:30 AM EDT #7831	Elizabethtown CTC Elizabethtown, KY Michele Harner	K Kentucky Medication Aide	2 Knowledge Students	Schedule

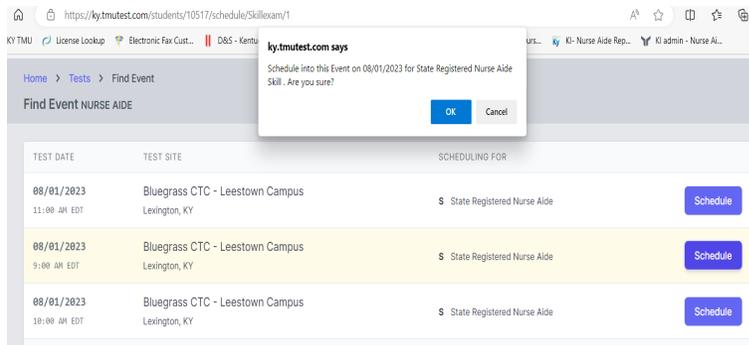
6. Select Schedule



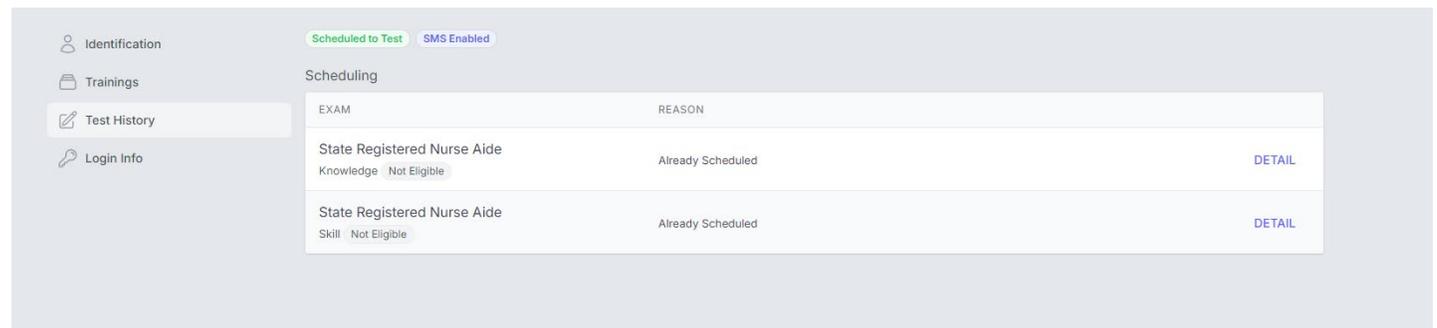
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INSTRUCTOR- Scheduling Exams

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



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



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INSTRUCTOR- Scheduling Exams

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

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

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

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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.

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

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

INSTRUCTOR- Results/Reports

Results:

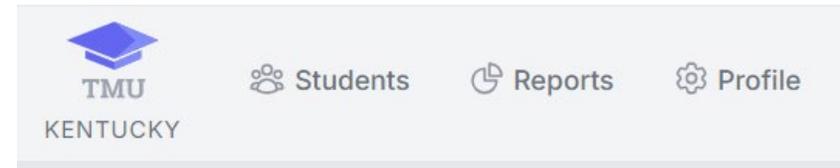
An email notification of the results being ready for view will be sent to the student **within 1-3 business days after exam.**

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

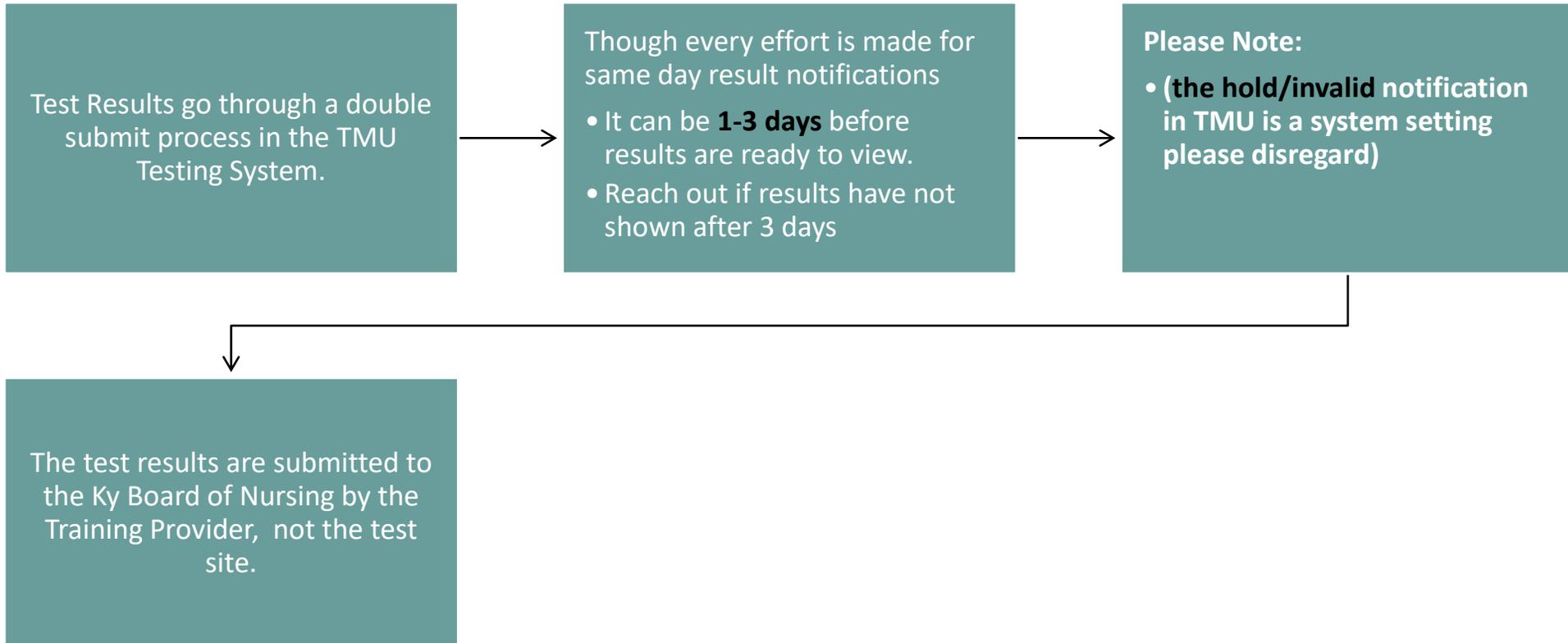
Testing-Information on knowledge and skill tests that have been taken

- 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...)
- 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 MEDICATION AIDE REGISTRY



Scheduling Exams and Reporting-FAQ

Who can schedule an exam?

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

I am not seeing dates for the testing site we want to 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

Payment, Reports

FACILITY- Access/Payment

Exam Cost: \$50 CMA I
\$50 CMA II



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



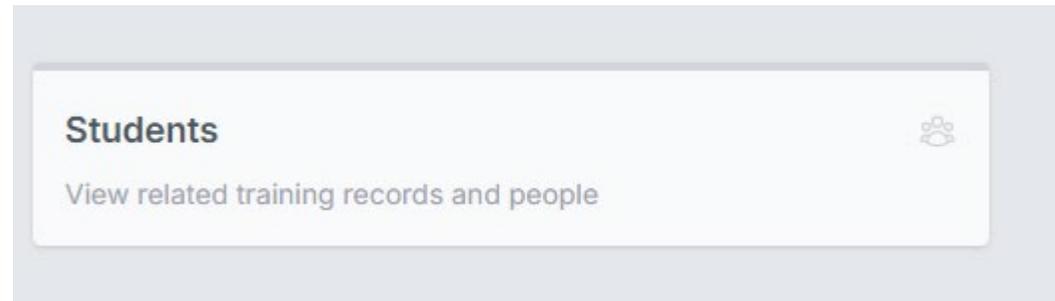
Payment methods:

Credit Card (default): Discover, Visa, Mastercard
Purchase Order (with approval from test site)

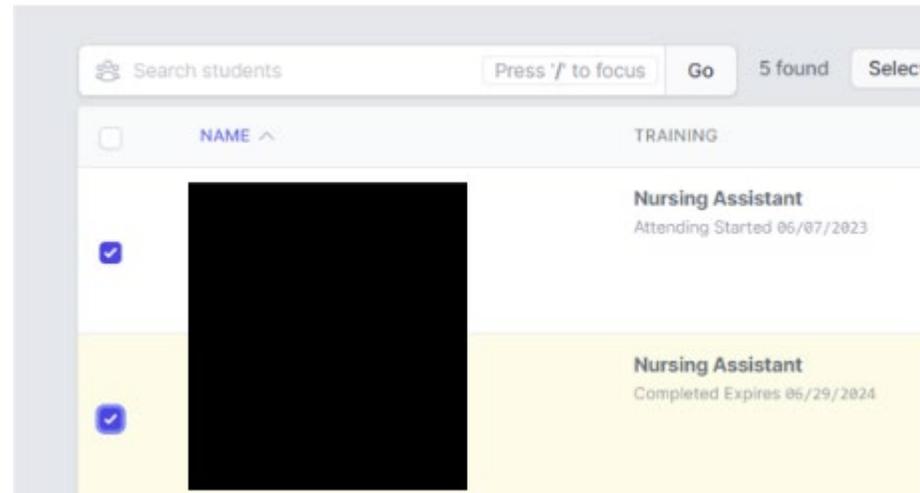
FACILITY Payments- Credit Card

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:

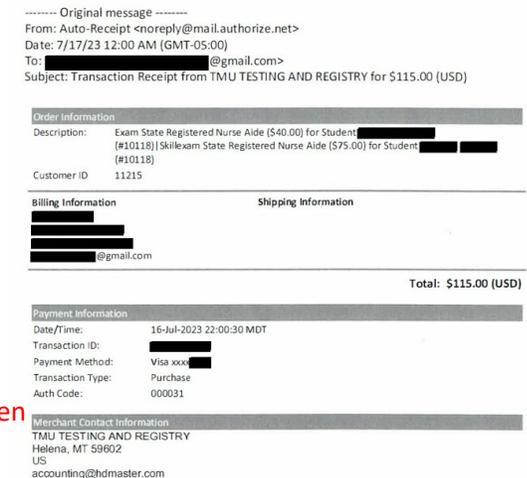
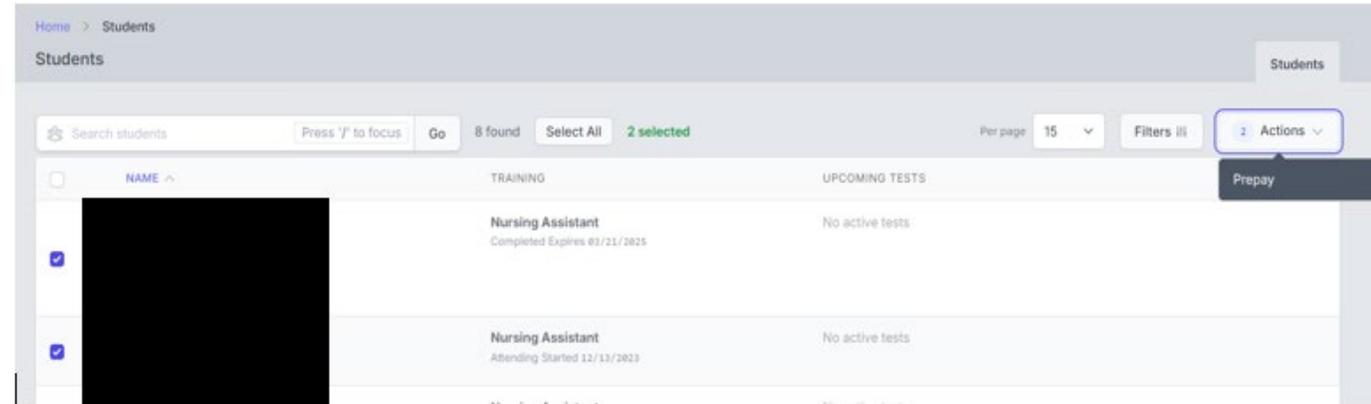


(Be mindful of selection as test fees are non-refundable)

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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



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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)



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:

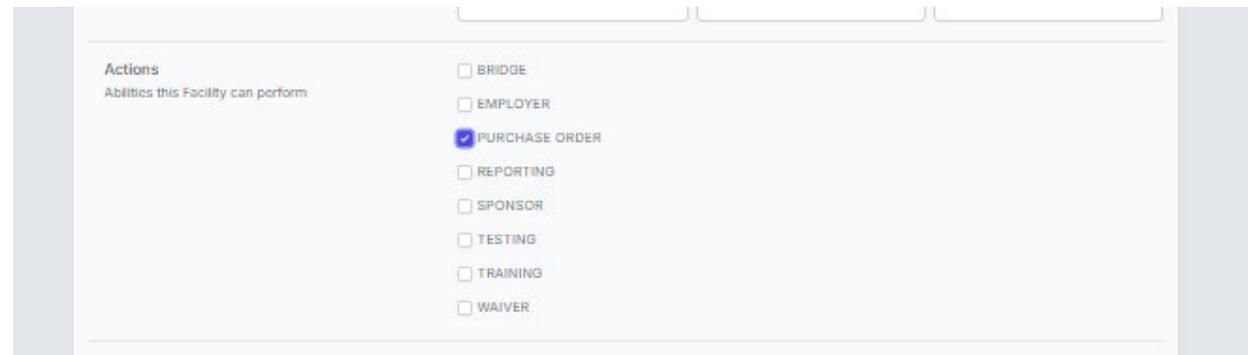
- Better tracking of payment type.
- The Facility/School gets the correct total.
- The Instructor can schedule in the system once the Facility/School has marked their students as PO payment type.
- No one can accidentally double pay by paying the college directly and pay by CC in system.

FACILITY Payments- Purchase Order

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.



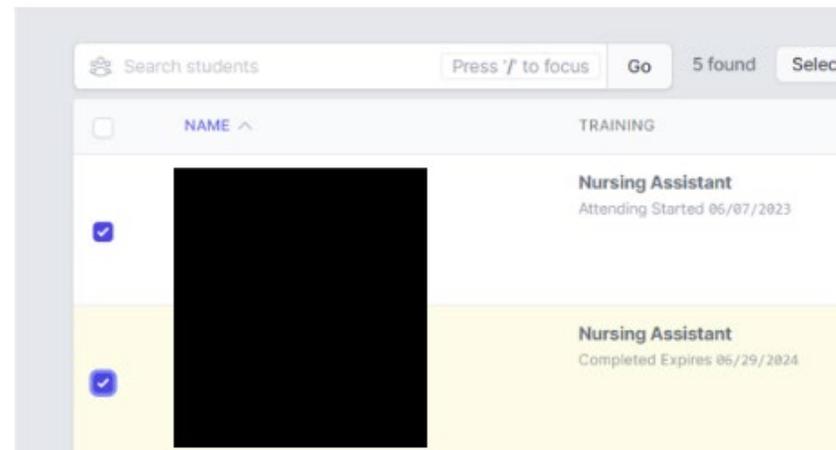
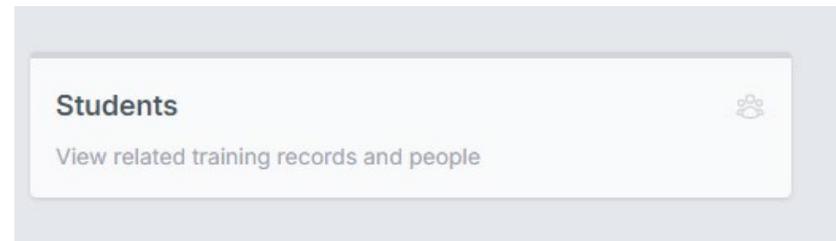
The screenshot shows a configuration interface for facility actions. On the left, the text reads "Actions" and "Abilities this Facility can perform". On the right, there is a vertical list of checkboxes with corresponding labels: BRIDGE, EMPLOYER, PURCHASE ORDER, REPORTING, SPONSOR, TESTING, TRAINING,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

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:

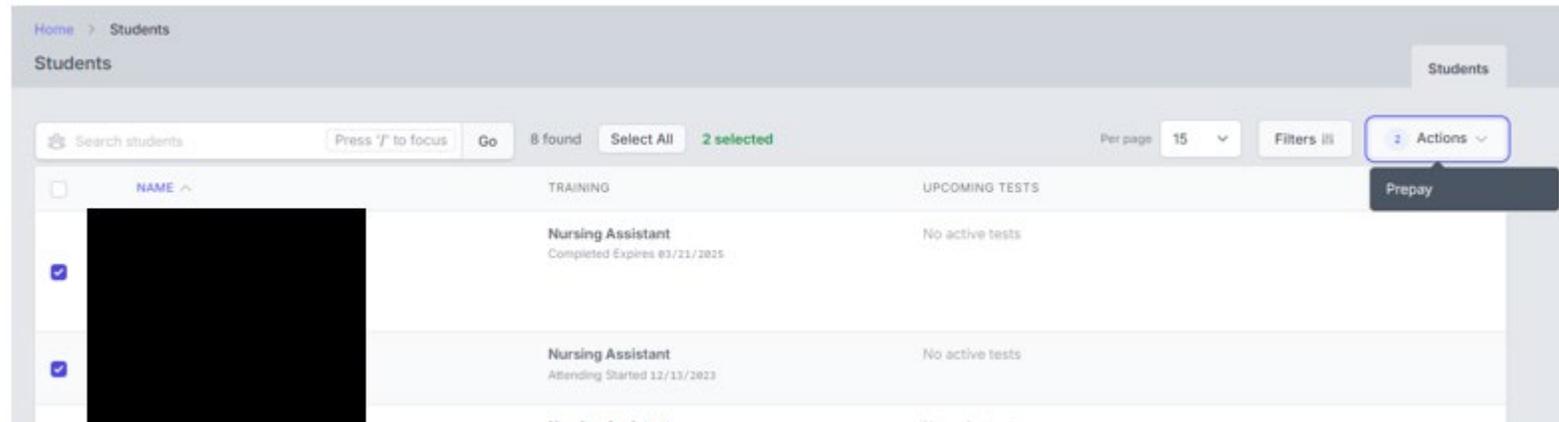
1. Check that you are in correct login: “Welcome (facility name)”
 - If it states “Welcome Susie Smith” you are under instructor login and won’t have access to payment.
 - Sometimes the instructor also has the facility login access (two logins) and sometimes it is another designated individual at the facility
2. Select Students
3. Check mark who you want to pay for:
(Be mindful of selection as test fees are non-refundable)



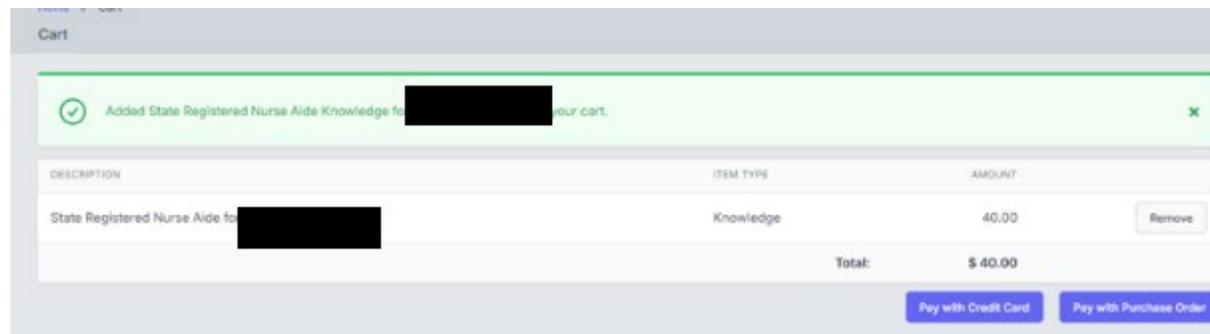
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FACILITY Payments- Purchase Order

4. Select Actions-prepay



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



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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.
 - If the facility has a Nurse Aide Training Program: 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.
 - If the facility only teaches Medication Aide- Enter the facility name followed by the number in PO sequence from your facility.
 - Example: SmithNursing1 (no spaces, dashes)
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
Total: \$ 115.00	

Pay with a Purchase Order

AUTHORIZED AGENT

PO NUMBER

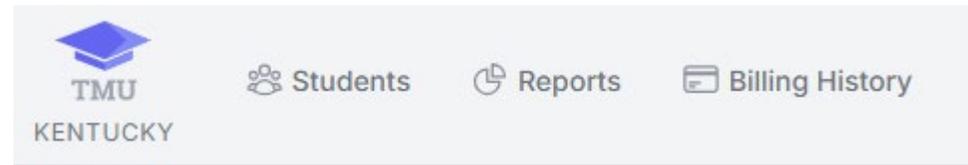
Payment refunds may be subject to a processing fee per your state's refund policy

[Submit Purchase Order](#)

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FACILITY Payments- Purchase Order

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

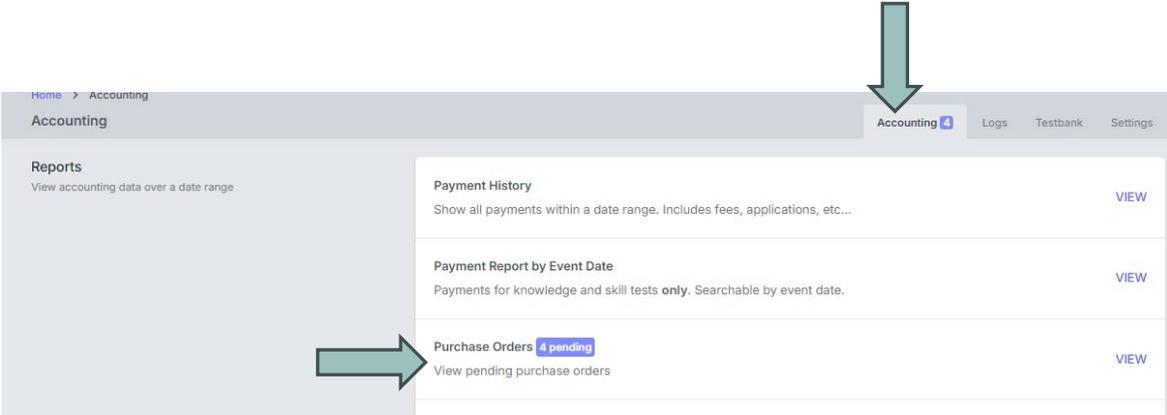


FACILITY Payments- Purchase Order

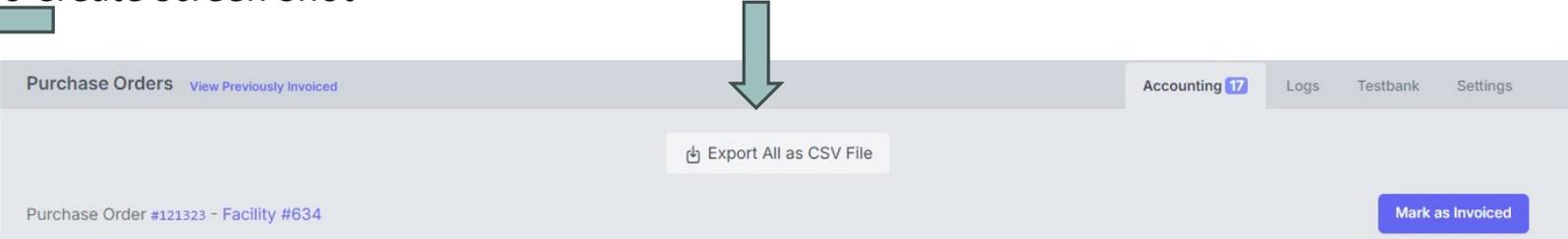
TEST SITE:

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



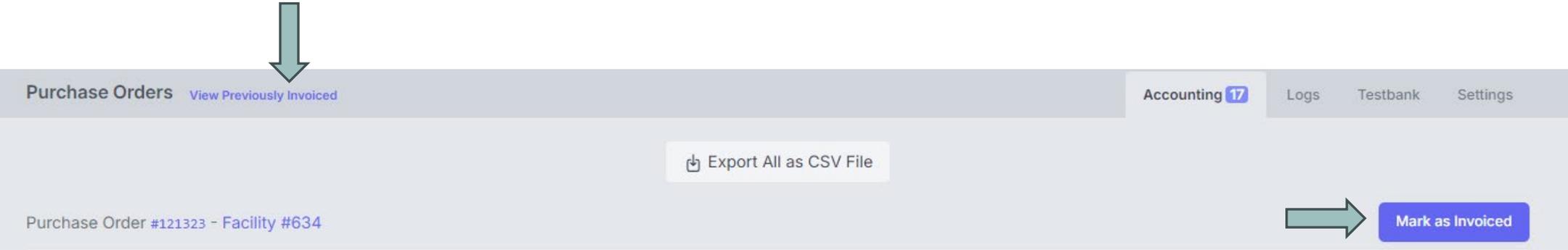
To Create Screen Shot



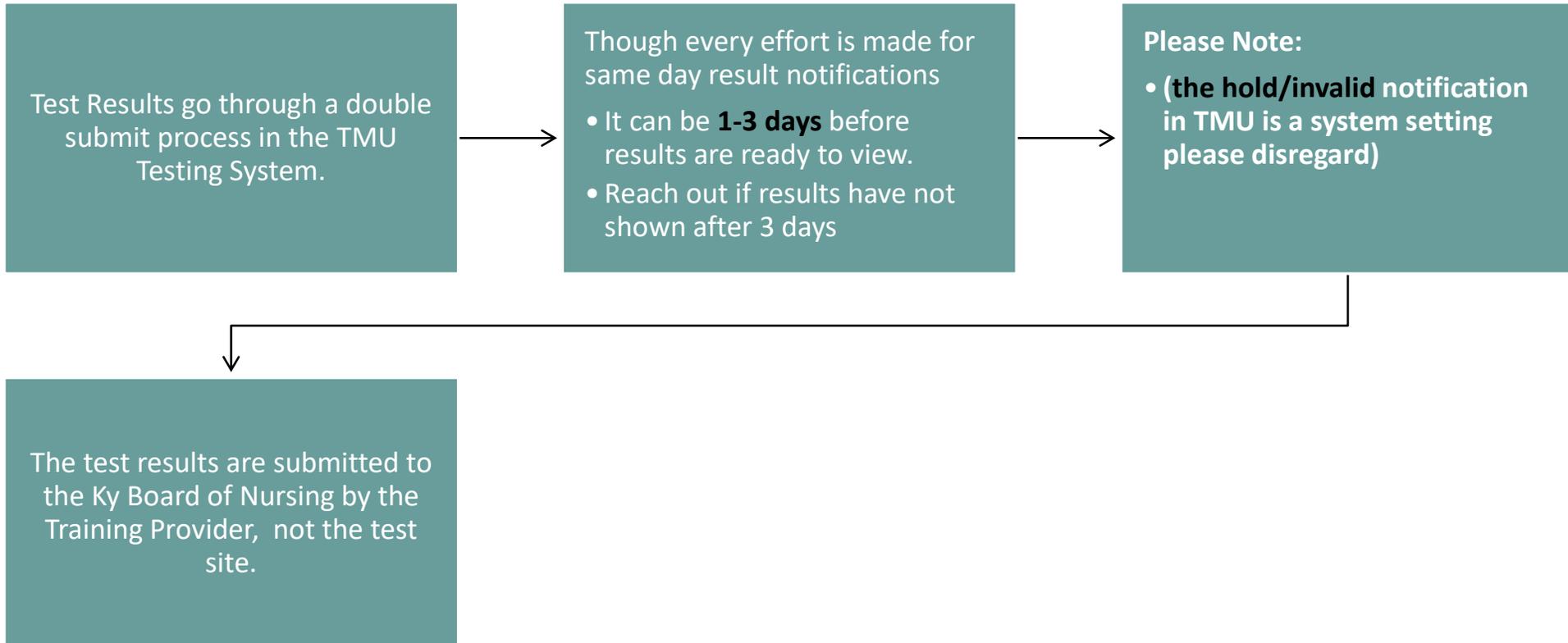
FACILITY Payments- Purchase Order

TEST SITE:

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



KBN MEDICATION AIDE REGISTRY



FACILITY- Results/Reports

Results:

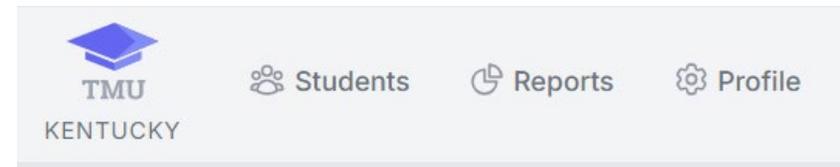
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(the hold/invalid notification is a system setting please disregard)

INSTRUCTORS and FACILTIES have access to these results reports:



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- Training to Testing Interim-Shows length of time from training completion to first test

FACILITY Payments- FAQ

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

Student

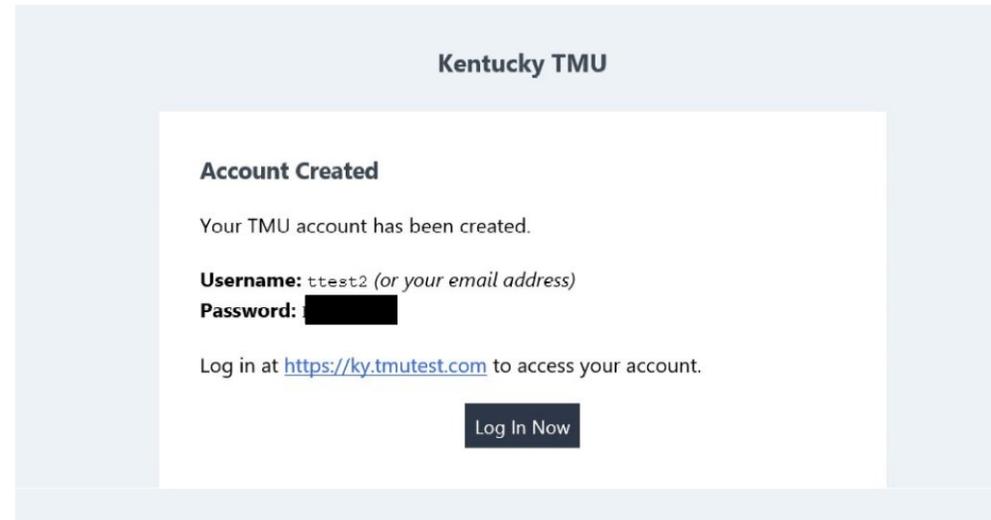
Registration, Payment, Scheduling, View and
Print Results

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:

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.

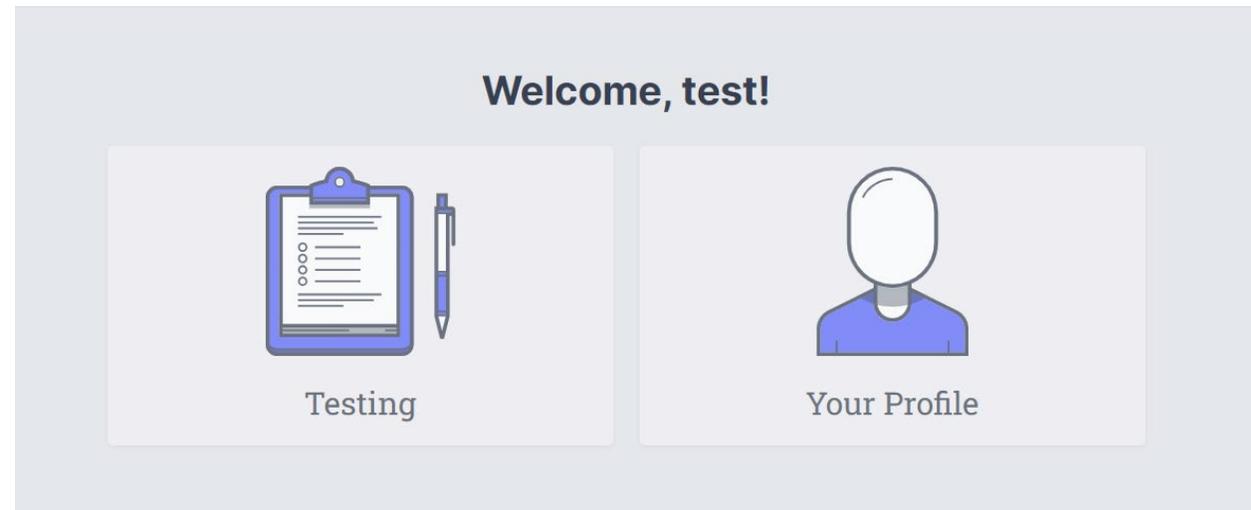
STUDENT- Pay/Schedule

Log into:

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

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

1. Select Testing:



STUDENT Pay/Schedule

- 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)

Scheduling

<input type="checkbox"/>	EXAM	REASON
<input type="checkbox"/>	State Registered Nurse Aide Knowledge Not Eligible	Nursing Assistant Training
<input type="checkbox"/>	Kentucky Medication Aide Knowledge Not Eligible	Payment Required
<input type="checkbox"/>	Certified Medication Aide II Knowledge Not Eligible	KMA/Certified Medication Aide II Training
<input type="checkbox"/>	Certified Medication Aide I Knowledge Not Eligible	KMA/Medication Aide I Training
<input type="checkbox"/>	State Registered Nurse Aide Skill Not Eligible	Nursing Assistant Training

Add Selected Items to Cart

Exam Cost: \$50 CMA I
\$50 CMA II

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

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

STUDENT- Pay/Schedule

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

Scheduling	
EXAM	REASON
State Registered Nurse Aide Knowledge Not Eligible	Nursing Assistant Training
Kentucky Medication Aide Knowledge Eligible	Schedule

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

STUDENT- Pay/Schedule

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

5. Select Schedule →

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

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

Hide Map

Map Satellite

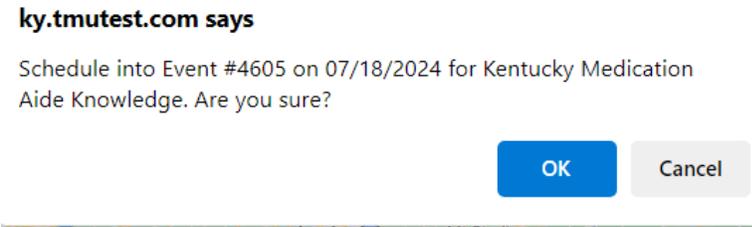


Available location Selected location Your address

TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
05/29/2024 2:00 PM EDT #7769	Gateway CTC Edgewood, KY Jessica Lauren Boggs	K Kentucky Medication Aide	2 Knowledge Students	Schedule
05/29/2024 8:30 AM EDT #7831	Elizabethtown CTC Elizabethtown, KY Michele Harner	K Kentucky Medication Aide	2 Knowledge Students	Schedule

STUDENT- Pay/Schedule

6. Click on the [blue schedule](#) button then confirm:



7. Scheduled Exam is in yellow:

Testing History			
TEST DATE	EXAM	TEST SITE	STATUS
07/18/2024 9:00 AM EDT	Kentucky Medication Aide Knowledge	Jefferson CTC Louisville, KY	Scheduled

Test Confirmation Page Get Map Reschedule

NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

STUDENT- Pay/Schedule

TEST DATE	EXAM	TEST SITE	STATUS	
07/18/2024 9:00 AM EDT	Kentucky Medication Aide Knowledge	Jefferson CTC Louisville, 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

Make sure to review confirmation page/directions



NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

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)

Scheduling	
EXAM	REASON
State Registered Nurse Aide Knowledge Not Eligible	Nursing Assistant Training
Kentucky Medication Aide Knowledge Not Eligible	Already Scheduled
Certified Medication Aide II Knowledge Not Eligible	KMA/Certified Medication Aide II Training
Certified Medication Aide I Knowledge Not Eligible	KMA/Medication Aide I Training
State Registered Nurse Aide Skill Not Eligible	Nursing Assistant Training

Testing History			
TEST DATE	EXAM	TEST SITE	STATUS
07/18/2024 9:00 AM EDT	Kentucky Medication Aide Knowledge	Jefferson CTC Louisville, KY	Scheduled

Test Confirmation Page Get Map **Reschedule**



NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

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 web interface with two main sections: 'Scheduling' and 'Testing History'.

Scheduling Section:

EXAM	REASON
State Registered Nurse Aide Knowledge Not Eligible	Hold / Invalid record status
Kentucky Medication Aide Knowledge Not Eligible	Hold / Invalid record status
Certified Medication Aide II Knowledge Not Eligible	Hold / Invalid record status
Certified Medication Aide I Knowledge Not Eligible	Hold / Invalid record status
State Registered Nurse Aide Skill Not Eligible	Hold / Invalid record status

Testing History Section:

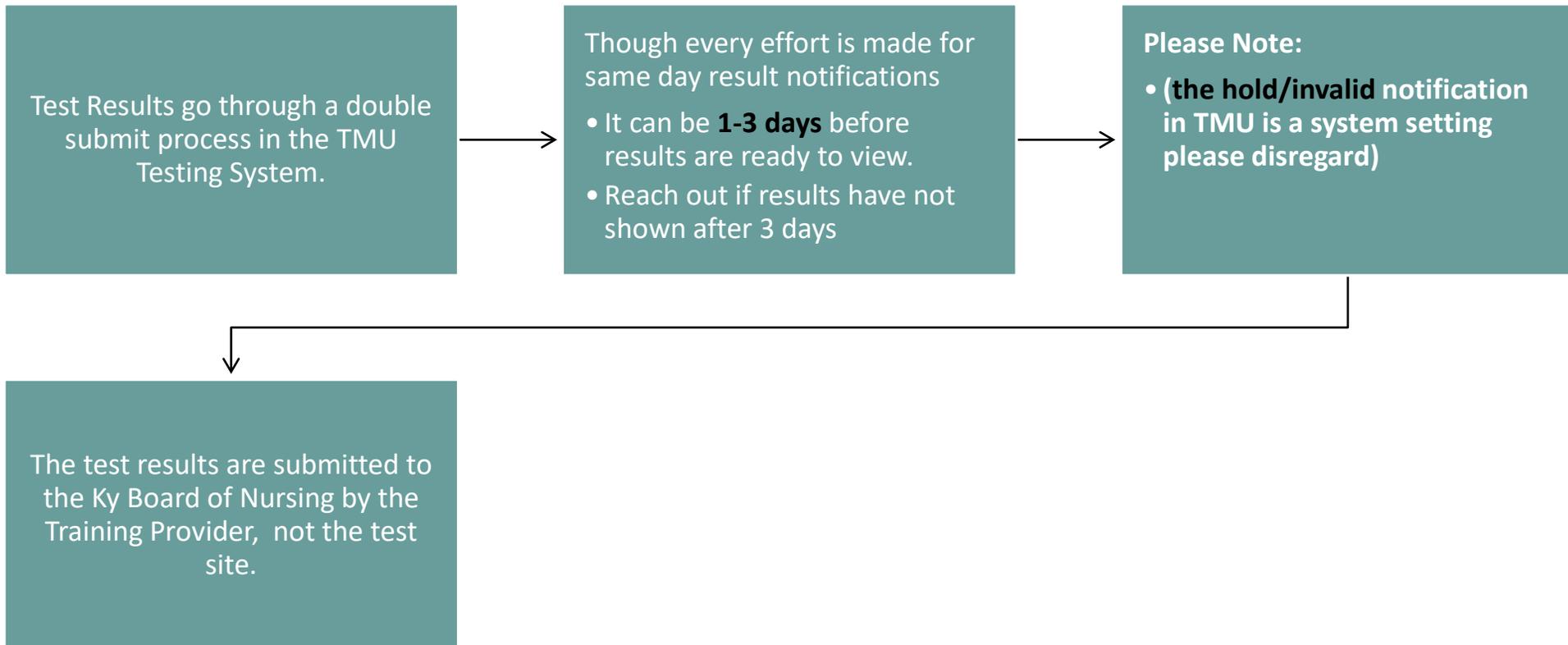
TEST DATE	EXAM	TEST SITE	STATUS	
[Redacted]	Kentucky Medication Aide Knowledge	[Redacted]	Passed	Details Print Test Results

Please Note:

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

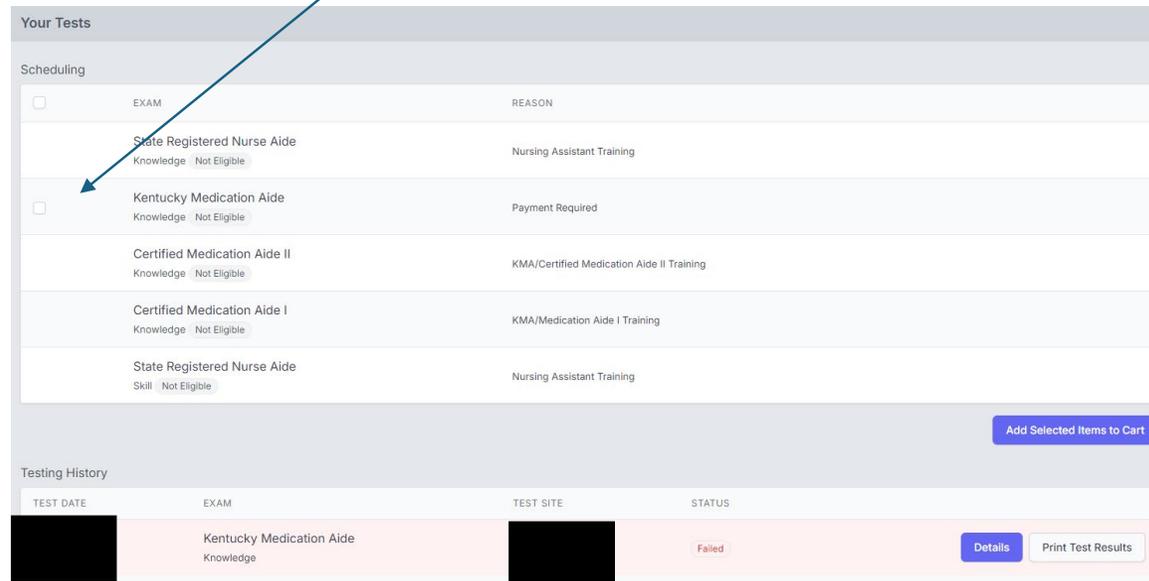
NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

KBN MEDICATION AIDE REGISTRY



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:



NOTE: For the purpose of this guide, screen shots of KMA/KY Medication Aide or Nurse Aide test/training notations may be shown as an example. The training/testing verbiage on your screen will be KMA/CMA or Certified Medication Aide (I or II).

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**

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.)

Sponsorship

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

SPONSORSHIP- Payment Process

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)

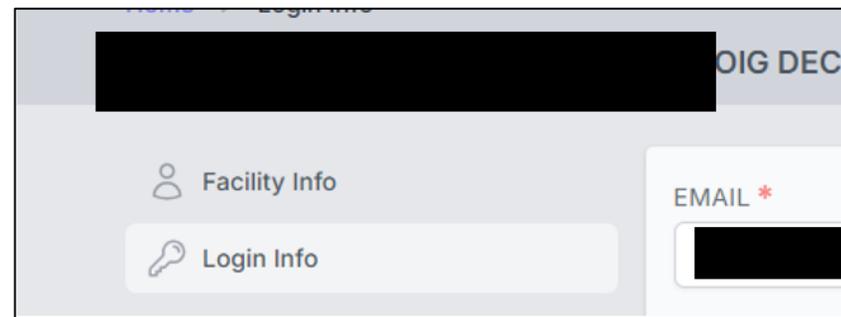
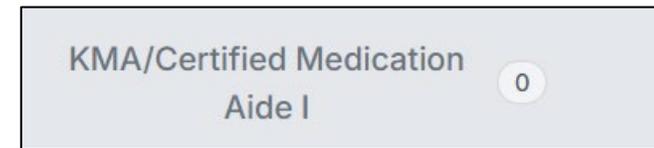
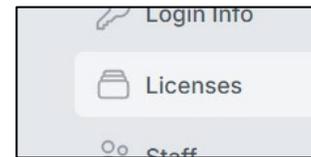
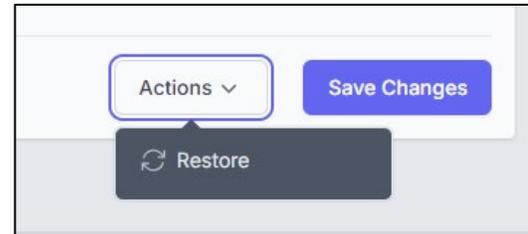
The screenshot shows a web interface with a light blue background. On the left, there is a vertical grey bar. The main content area is titled 'Actions' and has a subtitle 'Abilities this Facility can perform'. To the right of this text is a list of seven options, each with a checkbox: BRIDGE, EMPLOYER, PURCHASE ORDER, REPORTING, SPONSOR (which is checked with a blue checkmark), TESTING, TRAINING, and WAIVER.

Actions
Abilities this Facility can perform
<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 Medication Aide License.
3. Add to their Name field that they are: Active for CMA payment only, not teaching.
4. Check Facility Login Credentials are correct.



SPONSORSHIP- Payment Process

KCTC Instructor:

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



The image shows a screenshot of a web form. On the left, the label "Sponsor" is displayed. To its right, the field is titled "SPONSOR" and contains a dropdown menu with the text "No Sponsor" and a downward-pointing arrow icon.

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



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.
- TEST COST:
 - CMA I \$50
 - CMA II \$50

Additional FAQ

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

Testing Questions:

NurseAideTesting@kctcs.edu

Helpful Resources

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>

KCTCS Nurseaide/CMA Site

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

[KCTCS Informational Website](#)

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](#)