

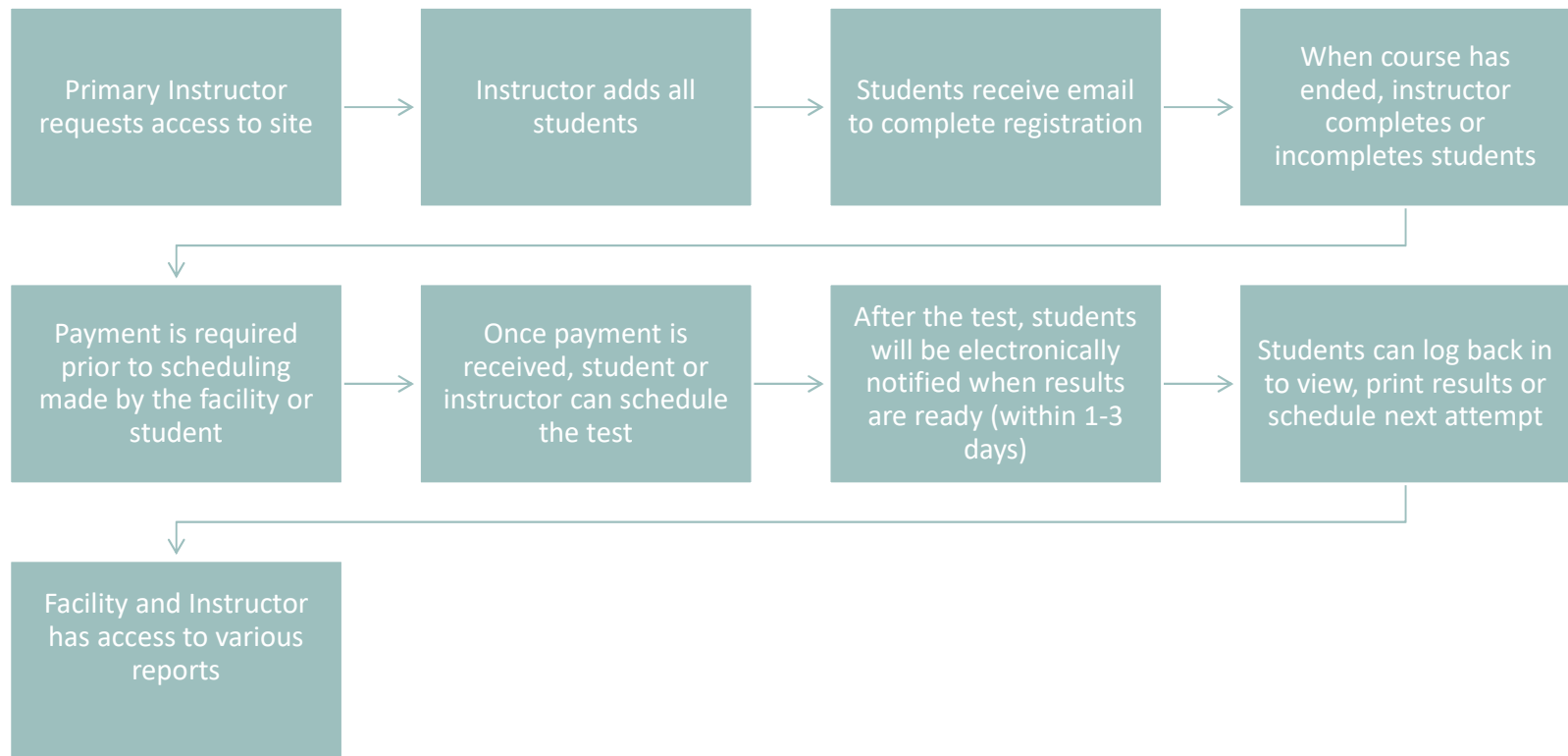
TMU: KY SRNA Testing Site User Guide

WEBSITE FOR SCHEDULING NURSEAIDE STUDENTS FOR THEIR STATE EXAM
FOR PRIMARY INSTRUCTORS, STUDENTS, ADMINISTRATORS AND SPONSORS

TMU SRNA Testing Website

<https://ky.tmutest.com>

PROCESS



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

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

Primary Instructors

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

Primary RN Instructor Access

All Primary Instructors (RNs) at a facility will need a login to enter their students (Secondary Instructors (LPNs) do not need an account.

Instructors gain access by applying for a login:

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

Once approved, an email with login information will be sent

NOTE:

- Instructor must be listed on the MOI Registry prior to TMU Application

Registry: [MOI Instructor Registry](#)

Application : [Registry Form](#)

ANNUAL UPDATE:

- Instructors must update their license expiration date and upload their RN license PDF in their TMU profile annually 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

Enter and Completing Students-FAQ

The instructor application has an RN attestation, but I am an LPN?

- LPNs can supplement an RN primary instructor as a secondary instructor. LPNs cannot teach the course on their own. The RN must be the one inputting and completing students in the system.

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.

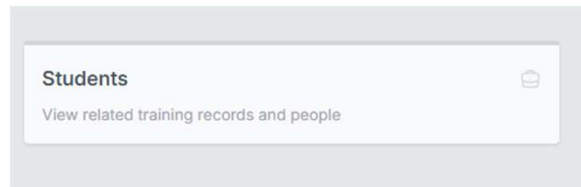
INSTRUCTOR- Scheduling Exams

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:

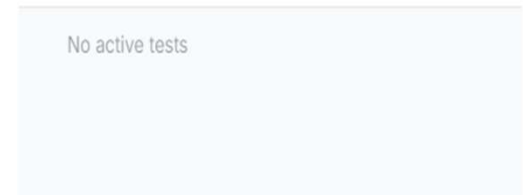
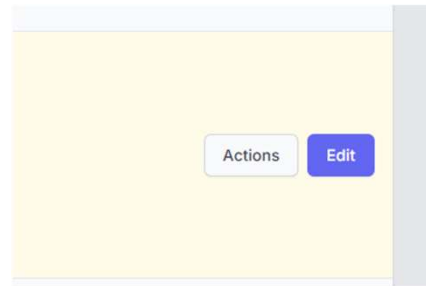


2. From the list you can see who is scheduled:



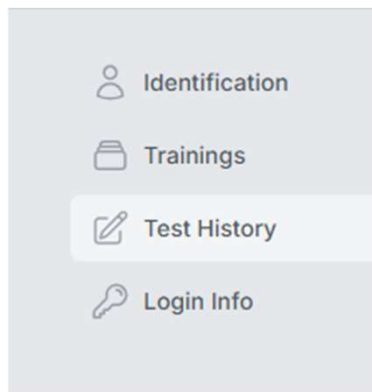
State Registered Nurse Aide K 06/03 12:00 PM EDT

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



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' interface with a table. The table has two columns: 'EXAM' and 'REASON'. There are two rows of data, each with a 'Schedule' button on the right.

EXAM	REASON	
State Registered Nurse Aide Knowledge	Eligible	Schedule
State Registered Nurse Aide Skill	Eligible	Schedule

INSTRUCTOR- Scheduling Exams

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

6. Select Schedule



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

Hide Map

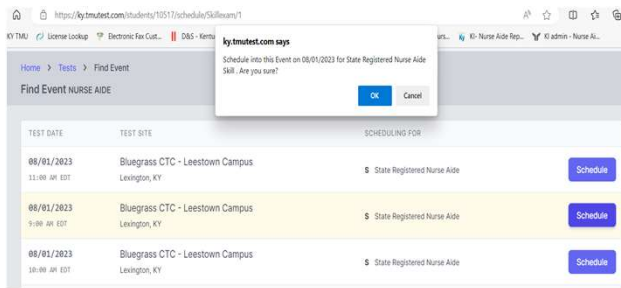
Map Satellite

Available location Selected location Your address

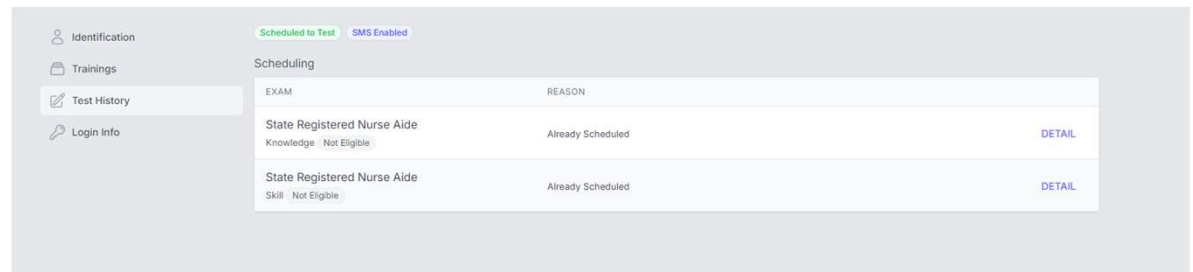
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	Schedule
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	Schedule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

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.



Scheduling Exams and Reporting-FAQ

Who can schedule an exam?

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

I used to have my students test as a big group?

- There are still options for coordinators to hold a block for groups. Please reach out to the testing site.

I am not seeing dates for the testing site we typically 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.

INSTRUCTOR- Reports



 Students

 Reports

 Profile

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...)
- Skill Detail-Pass rates for skill tasks and individual steps in those tasks
- 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

Facility

Payment, Reports

FACILITY- Access/Payment

Written Test only: \$40

Written Test - oral version: \$55

Performance Test only: \$75



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:

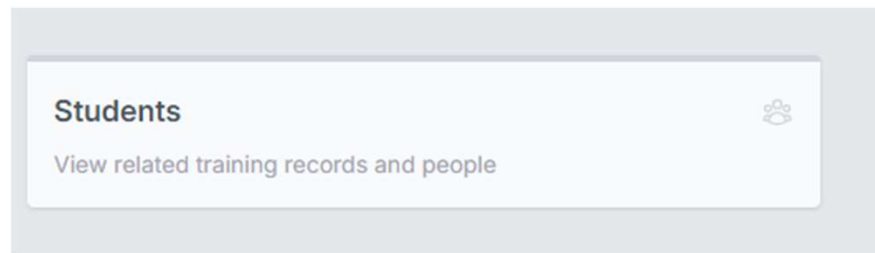
Credit Card (default): Discover, Visa, Mastercard

Purchase Order (with approval from test site)

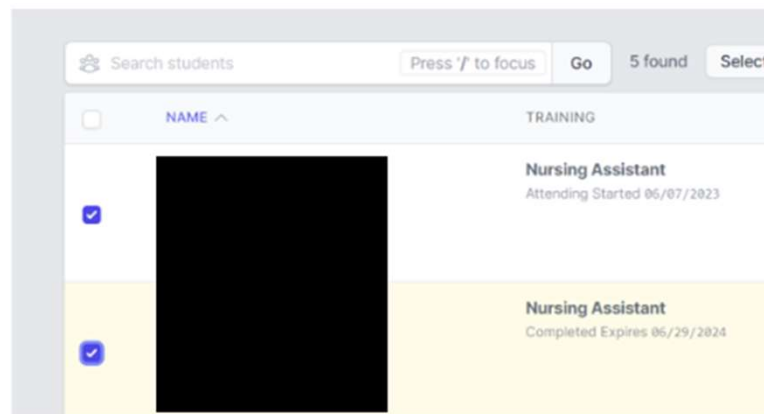
FACILITY Payments- Credit Card

1. Log into: <https://ky.tmutest.com/> Check that you are in correct login: “Welcome (facility name)”

2. Select Students:



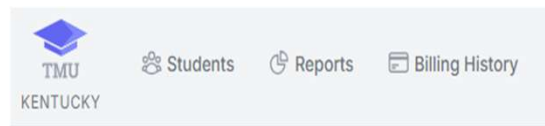
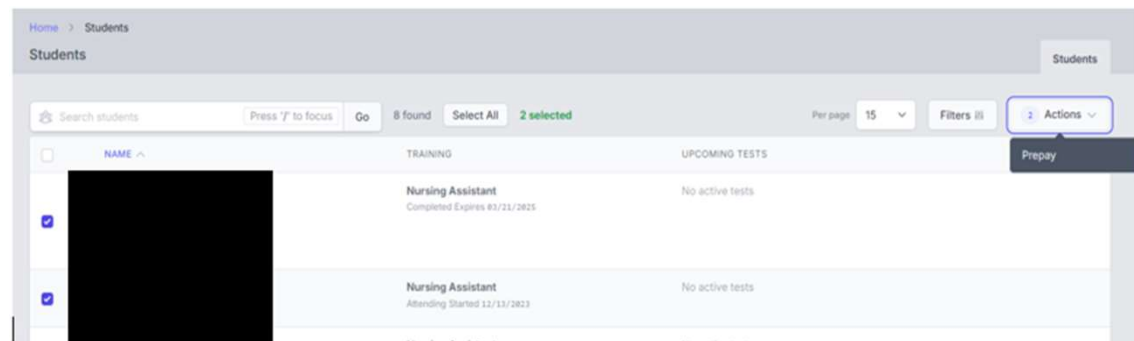
3. Check mark who you want to pay for:



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

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

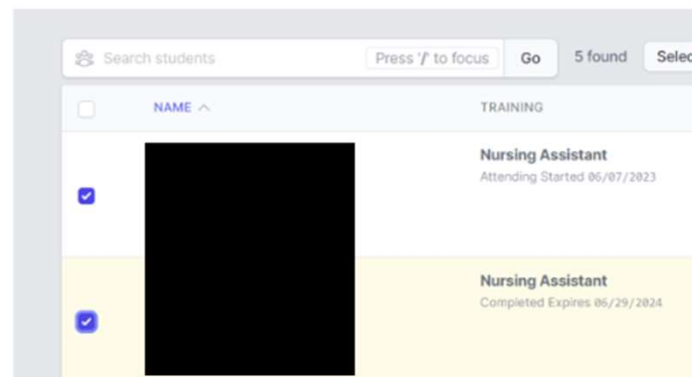
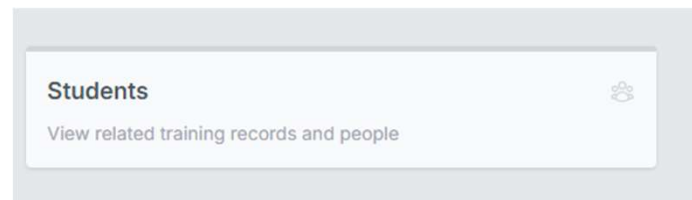


FACILITY Payments- Purchase Order

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)

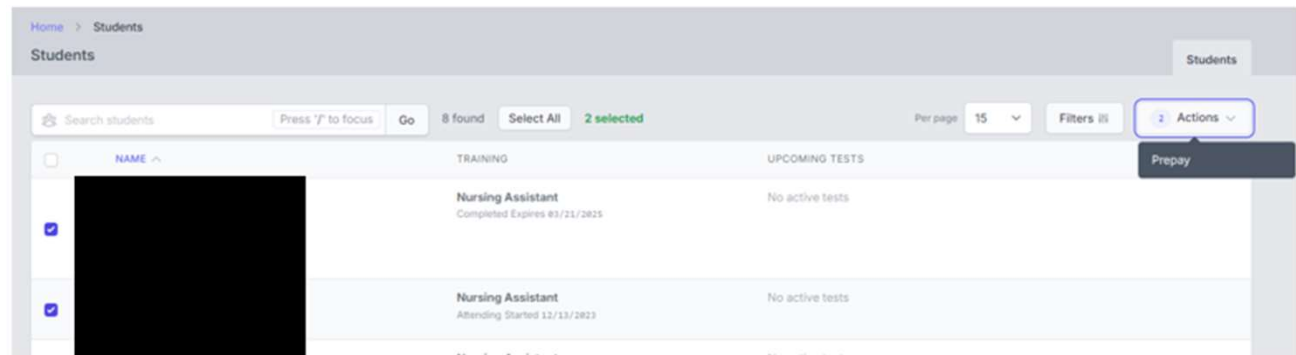
1. Check that you are in correct login: "Welcome (facility name)"
2. Select Students:
3. Check mark who you want to pay for:

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

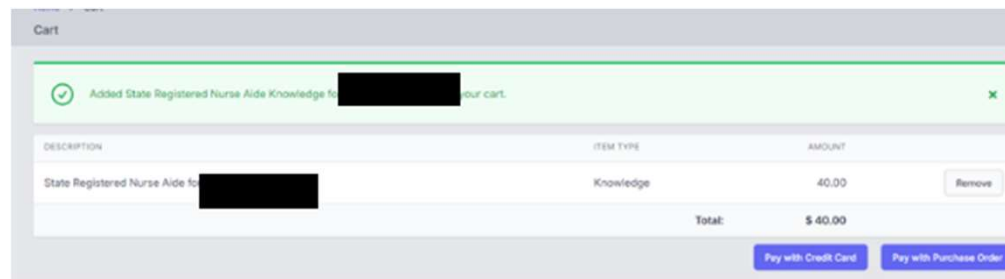


FACILITY Payments- Purchase Order

4. Select Actions-prepay



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



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.
 - 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.
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

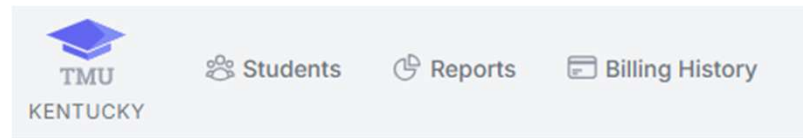
PO NUMBER

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

[Submit Purchase Order](#)

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- 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

FACILITY- Reports



Students

Reports

Billing History

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

Student

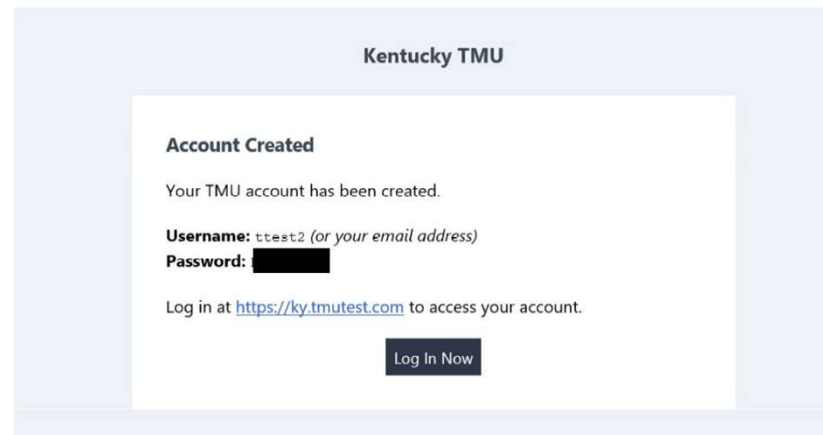
Registration, Payment, Scheduling, View and
Print Results, Study Guide

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

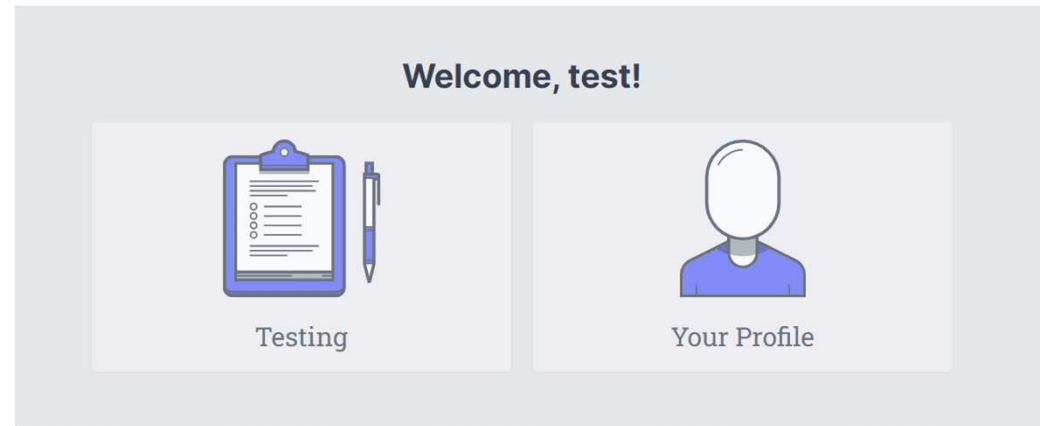
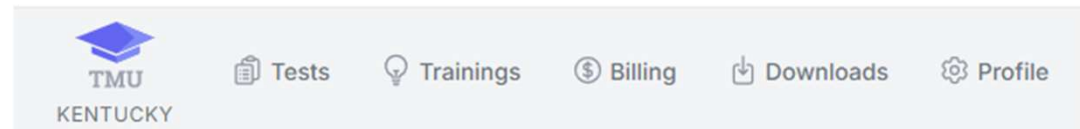
Log into:
<https://ky.tmutest.com/>

(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)

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](#)

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

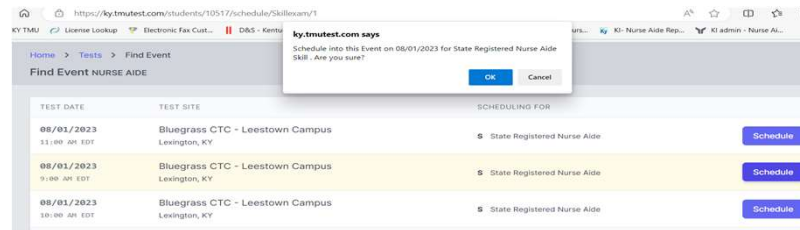
Map Satellite

Available location Selected location Your address

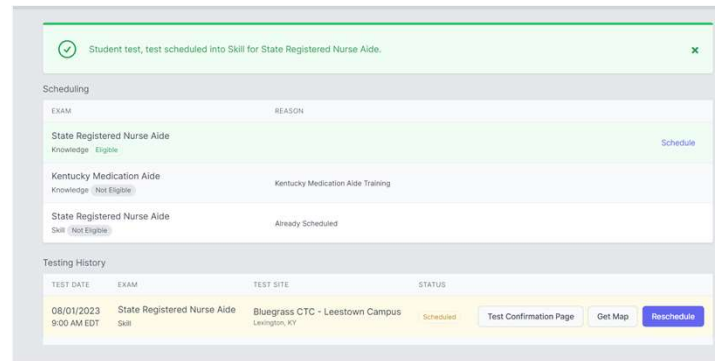
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	Schedule
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	Schedule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

Sponsorship

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

SPONSORSHIP- Payment Process

The **KCTC KNAT Coordinator** will need to follow the sponsorship PDF instructions 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.

Written Test only: \$40

Written Test - oral version: \$55

Performance Test only: \$75

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/>

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](#)

Instructor Application for website (must apply to be able to add/complete students):

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

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

[KCTCS SRNA Informational Website](#)

Helpful Resources

Program Changes (New Program, Site Change, Instructor Change, etc.):
must complete a new MAP 414 within 30 days

Located here: [MAP 414 Application](#)

Instructors that have completed the required MOI course can be found on the MOI
Registry:

Located here: [MOI Instructor Registry](#)

Training Questions:

KYNurseAideTraining@kctcs.edu

Testing Questions:

NurseAideTesting@kctcs.edu