

TMU: KY SRNA Testing Site User Guide

WEBSITE FOR SCHEDULING NURSEAIDE STUDENTS FOR
THEIR STATE EXAM

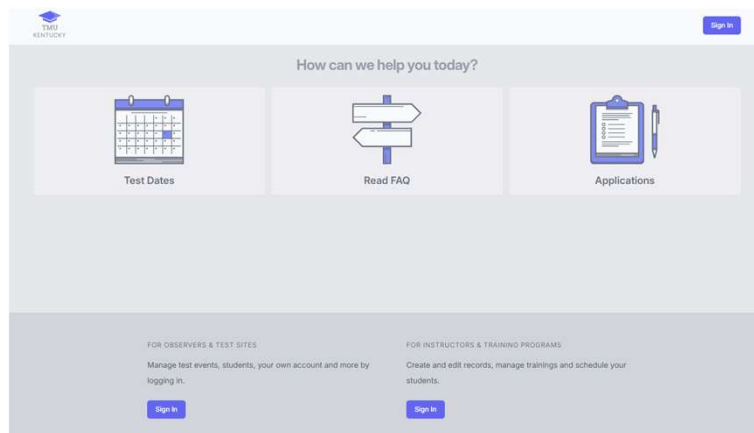
FOR PRIMARY INSTRUCTORS, STUDENTS,
ADMINISTRATORS AND SPONSORS

Contents:

- **TMU SRNA Testing Website**
- **Website Access Levels**
- **Process**
- **Instructor:** Enter, Complete/Incomplete Students, Schedule State Exam, Reports, View Scheduled Students
- **Facility:** Payments and Reports
- **Student:** Registration, Payment, Scheduling, View and Print Results, Study Guide
- **Sponsorship:** Facilities sending employees to KCTC for training with the facility paying for testing
- **FAQ and Resources**

TMU SRNA Testing Website

<https://ky.tmutest.com>



Guide Definitions:

INSTRUCTOR: The Primary RN 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 SRNA exam.

FACILITY: The Training Provider such as a School or LTC. 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.

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

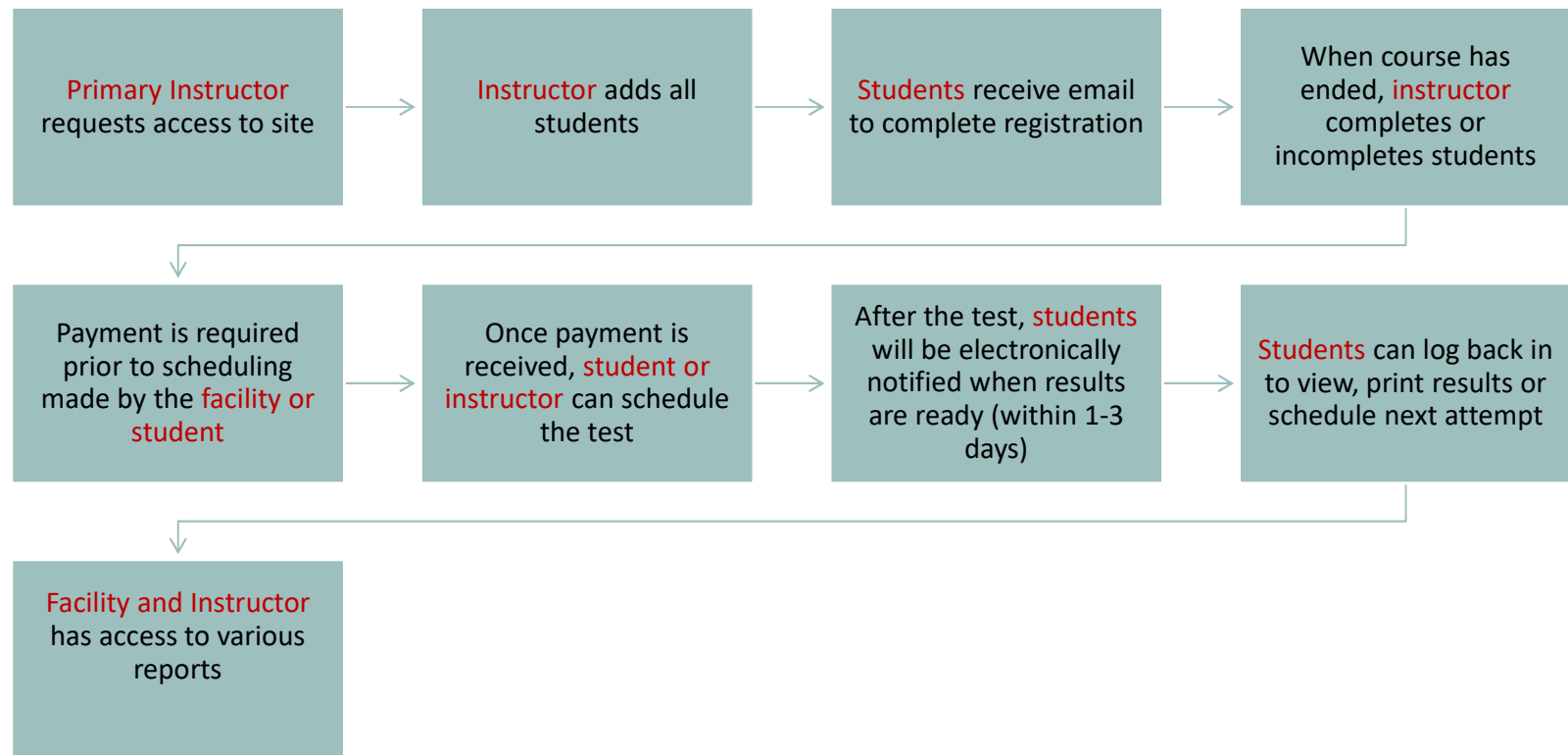
Test Payments

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

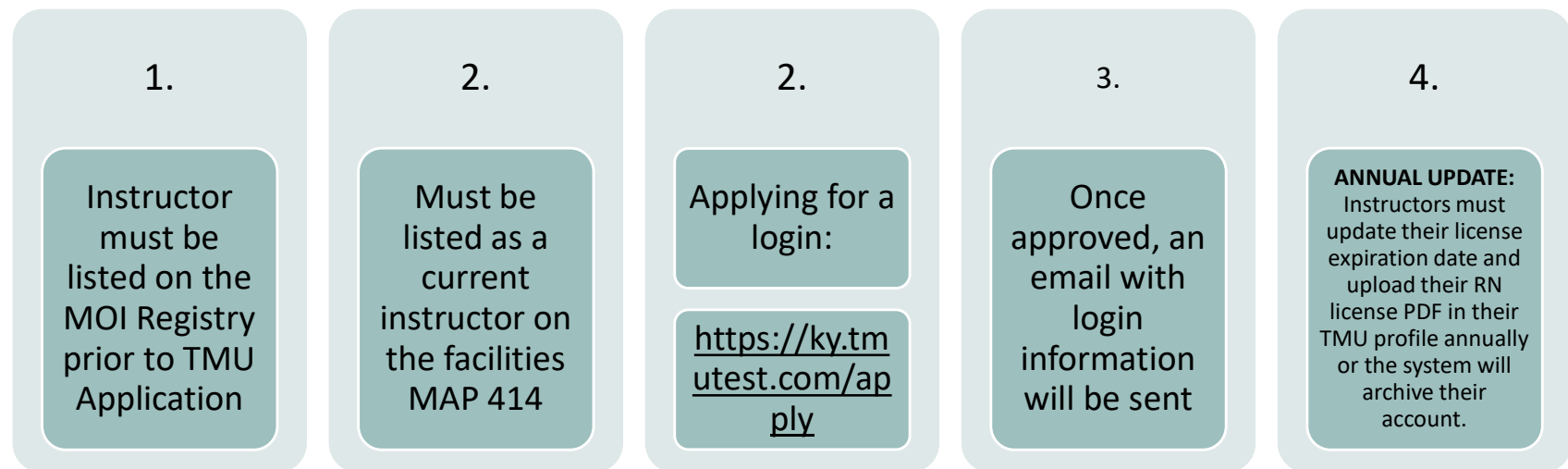


Primary Instructors

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.



[MOI Registry:](https://kctcs.hylandcloud.com/221NurseRegistry/index.html)

<https://kctcs.hylandcloud.com/221NurseRegistry/index.html>

•If you have different roles, you will need different emails used for each login for password recovery.

Instructor Access- “You have no active trainings”

If your Instructor account has been disabled/archived and you are still an active instructor:

1. You are not listed on the MOI Registry: You may check your status or apply here:

- Registry: [MOI Instructor Registry](#)
- Application : [Registry Form](#)

OR

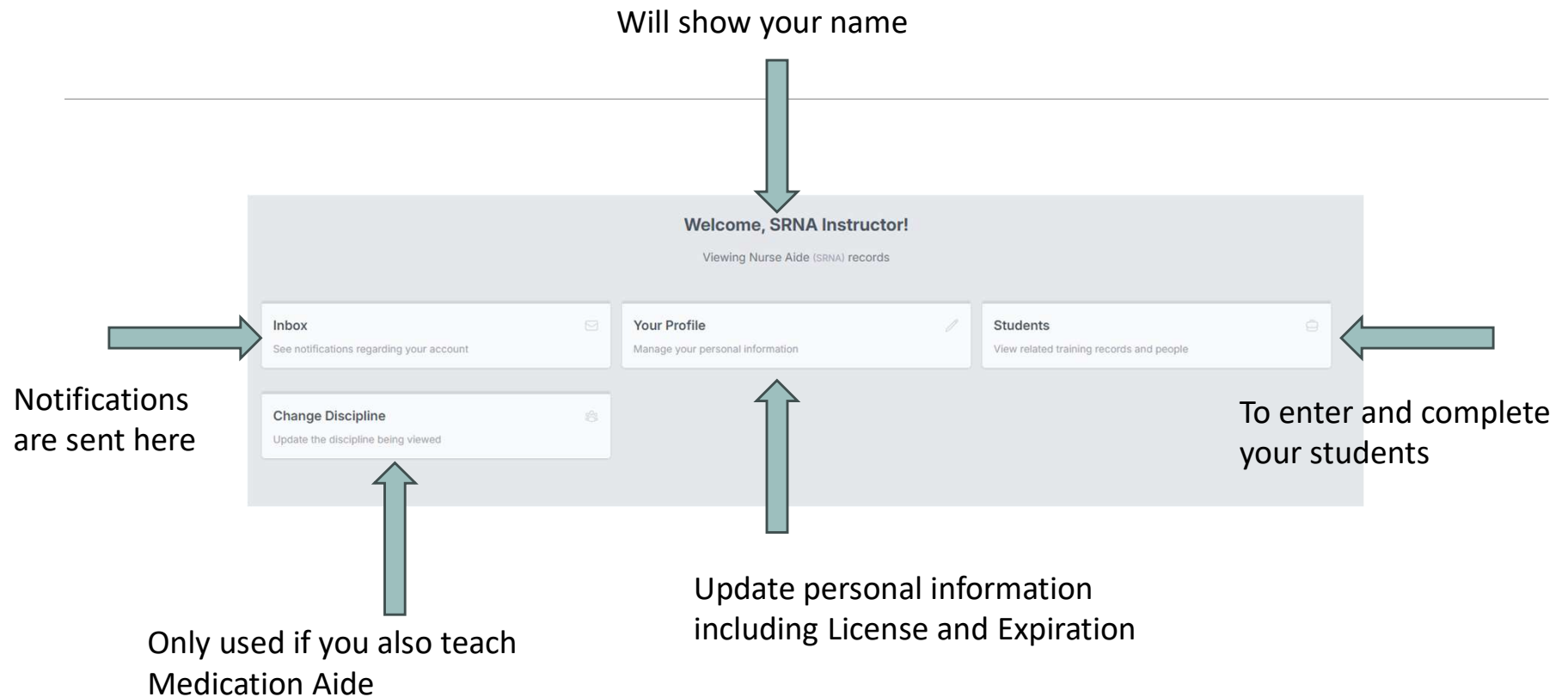
2. Annual Update in TMU:

- 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.
- If listed on the MOI registry and still archived, please send a PDF copy of your KBN RN license to: NurseAideTesting@kctcs.edu to be reactivated.

OR

3. You are not listed as a current Instructor on a Facilities MAP 414

Have the facility fill out a new MAP414 adding you as an instructor. [MAP 414](#)

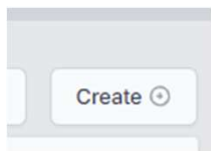


INSTRUCTOR-Enter and Completing Students



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

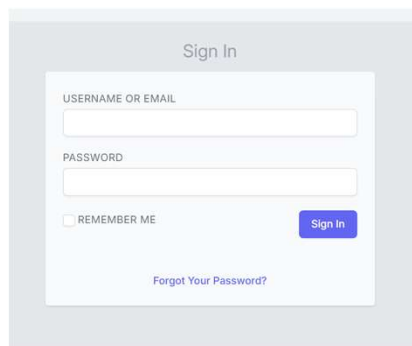
Narrated 4 min - Instructors How To Enter, Complete & Incomplete Students in TMU©

Instructor Guide - How to Enter A Student in TMU

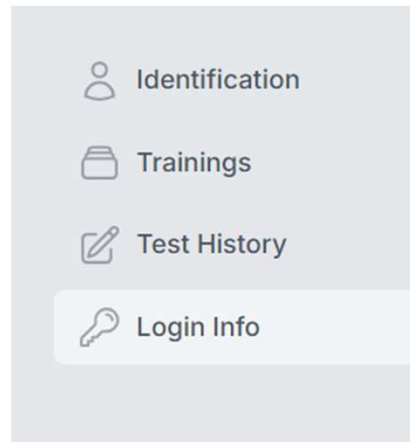
Instructor Guide - How to Complete A Student's Training in TMU

Instructor Guide - How to In-Complete A Student's Training in TMU

INSTRUCTOR- Students LOG IN ISSUES



A screenshot of a 'Sign In' form. The form has a title 'Sign In' at the top. Below it are two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. There is a 'REMEMBER ME' checkbox and a 'Sign In' button. At the bottom, there is a link that says '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

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?

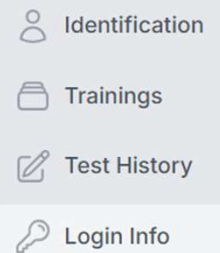
- The system won't resend the registration email if a student's email is changed/corrected. Any student that does not get the TMU registration email can login using their email on file and do a forgot password. That will get them to the same place to complete registration.
- If need to check what email 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.

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.



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.

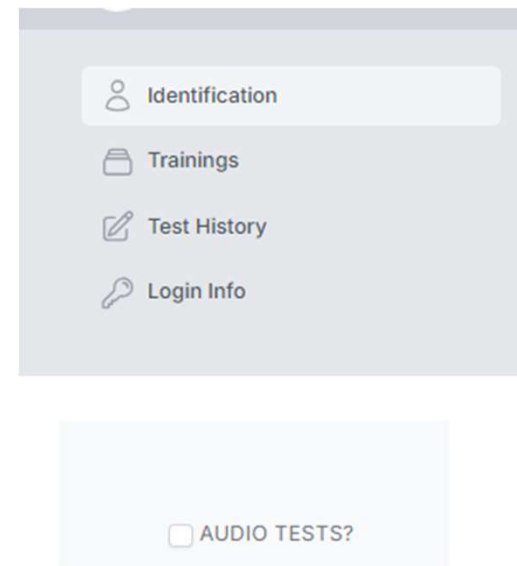
Can we reactivate a former/failed student?

- Yes, you can add new training to a student.

INSTRUCTOR- Accommodations

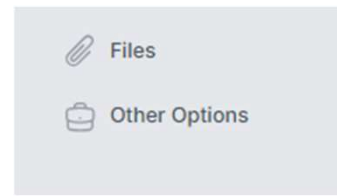
Some approved accommodations for the Nurse Aide Testing include but are not limited to: an Oral/Audio examination for the written exam, a non- electronic translating dictionary, extended time, etc.

The Instructor may note the student for an audio test by checking the audio box under the students Identification Tab.



INSTRUCTOR- Accommodations

Other accommodation requests may be submitted to the **Test Site KNAT Coordinator**. If approved, the **Test Site KNAT Coordinator** can mark additional selections in the TMU system under OTHER OPTIONS and upload the documentation to the student's file.



Adas

ADA	STATUS	NOTES

Add ADA

INSTRUCTOR- Scheduling Exams

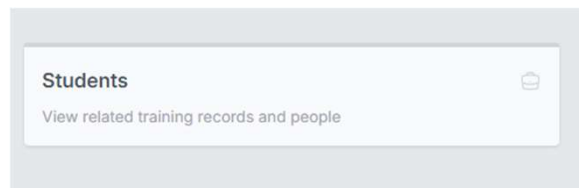
Two
requirements

- Student must be marked “complete” in system
- **Facility/School** must have already paid or have PO in system (payment is under the facility login not instructor)

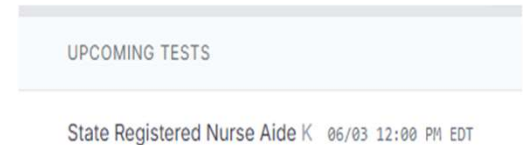
(Students needing an audio test need marked in system prior to payment)

INSTRUCTOR- Scheduling Exams

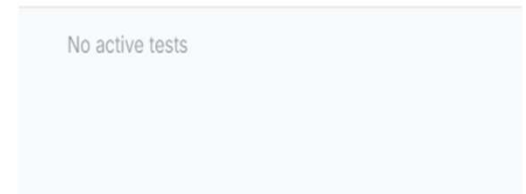
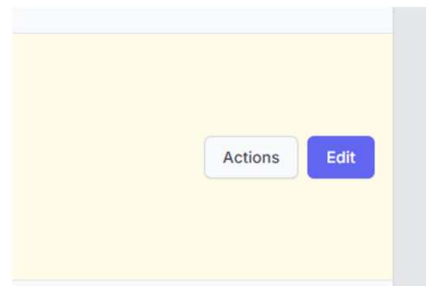
1. Select Students:



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

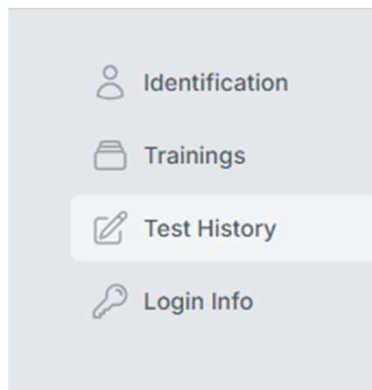


3. To schedule, hover over the student and select edit:



INSTRUCTOR- Scheduling Exams

4. Select Test History



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

Scheduling	
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

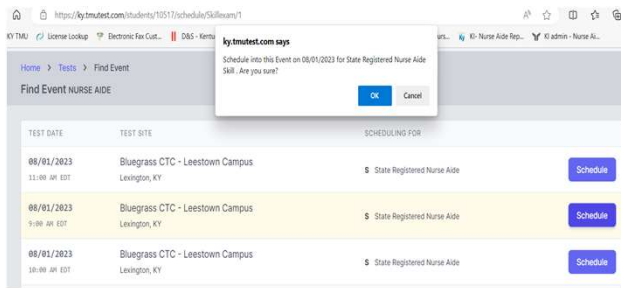
Map Satellite

Available location Selected location Your address

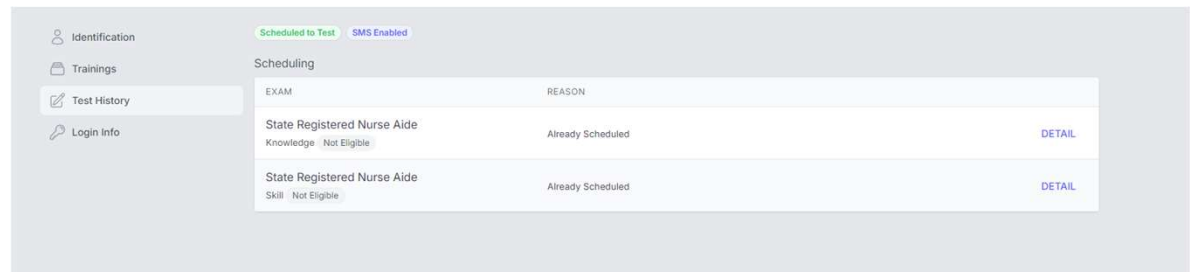
TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	
04/12/2024 8:00 AM EDT	Big Sandy CTC - Pikeville Campus Pikeville, KY	K State Registered Nurse Aide	7 Knowledge Students	Schedule
04/15/2024 2:00 PM CDT	Southcentral Kentucky CTC- SKYCTC Glasgow, KY	K State Registered Nurse Aide	5 Knowledge Students	Schedule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



INSTRUCTOR- Scheduling Exams

The student may login in and reviews 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 Skill	Bluegrass CTC - Leestown Campus Lexington, 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

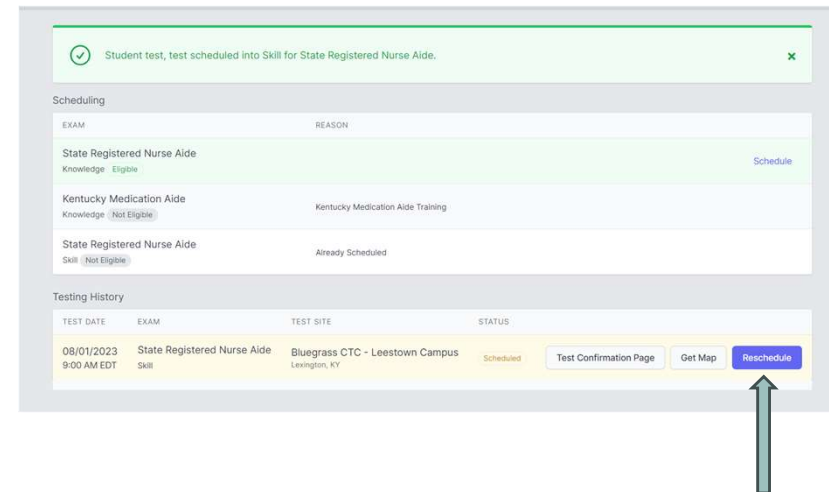
- Check your testing time and time zone and plan to **arrive 20 minutes early to check-in**.
 - You must bring **TWO FORMS OF IDENTIFICATION**. These must meet the **Federal I-9 requirements**
1. Documents that establish both Identity and Employment Authorization, OR
 2. Documents that establish Identity; 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

INSTRUCTOR- Rescheduling

Once scheduled, an instructor **cannot** change a student's 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)



INSTRUCTOR- Results

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.

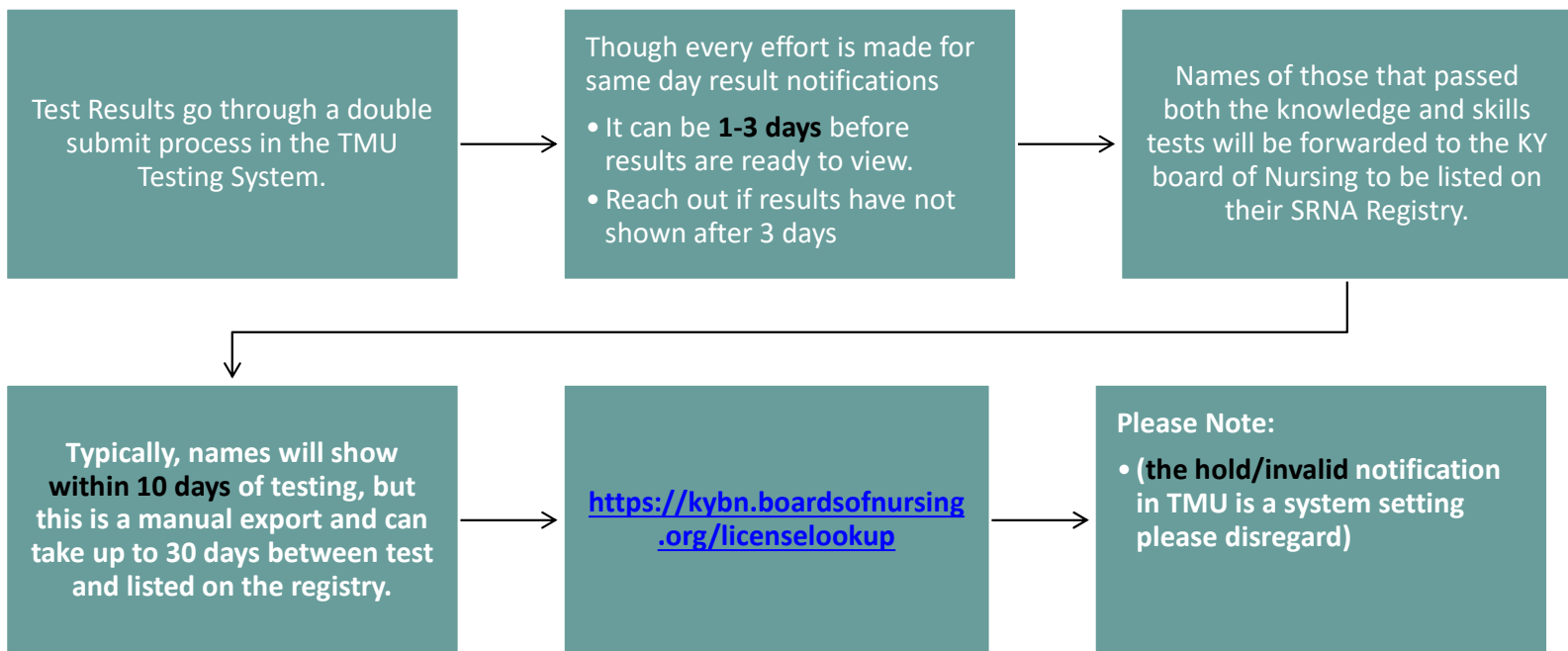
Please Note:

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

INSTRUCTOR- Reports

- **No Show** -List of tests marked as No Show
- **Knowledge Detail** -Pass rates per subject and list of most often missed vocabulary words
- **Skill Detail** -Pass rates for skill tasks and individual steps in those tasks
- **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
- **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 NURSE AIDE REGISTRY



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.

Facility

Payment, Reports

Facility- The Training Provider Location (i.e. LTC Facility, School etc.)

CURRENT TESTING FEES CAN BE FOUND:

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

FACILITY- Access/Payment



**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

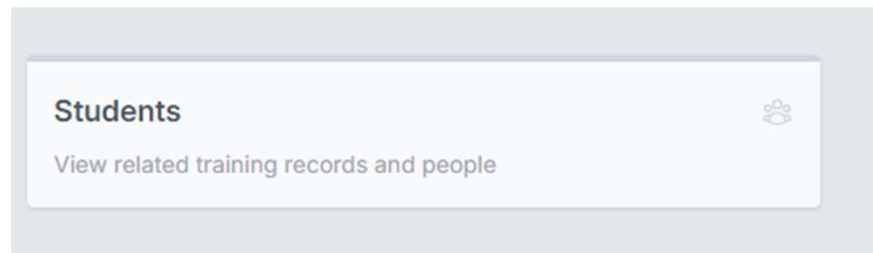
Purchase Order (with approval
from test site)

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

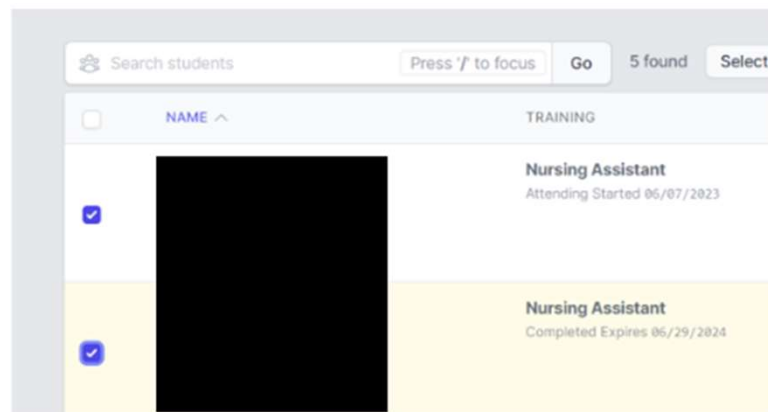
FACILITY Payments- Credit Card

1. Log into: <https://ky.tmutest.com/> Check that you are in correct login: “Welcome (facility name)” **not instructor’s name**

2. Select Students:



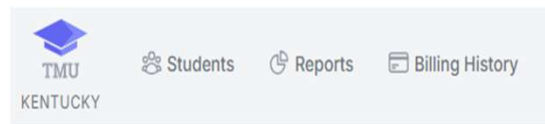
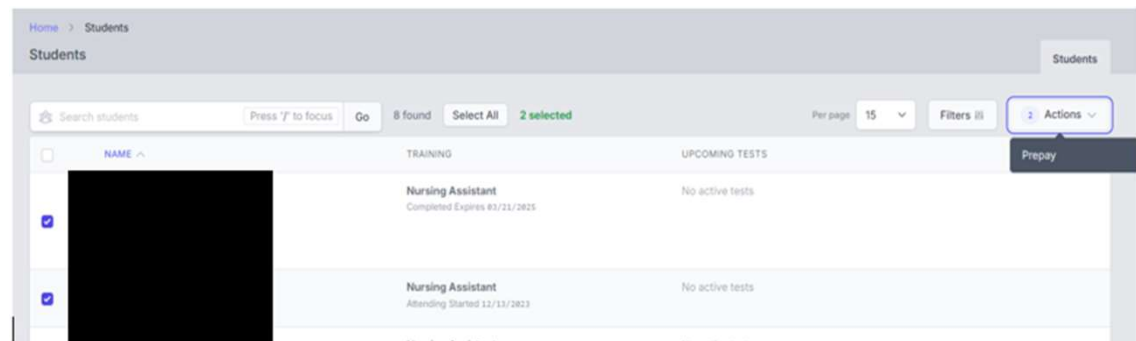
3. Check mark who you want to pay for:



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

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)



If the Facility/School is paying via PO/Invoice directly to the college test site.



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 because the system will account for audio selection.
- 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.

***The Test Site needs to mark them allowed for PO in the TMU system**

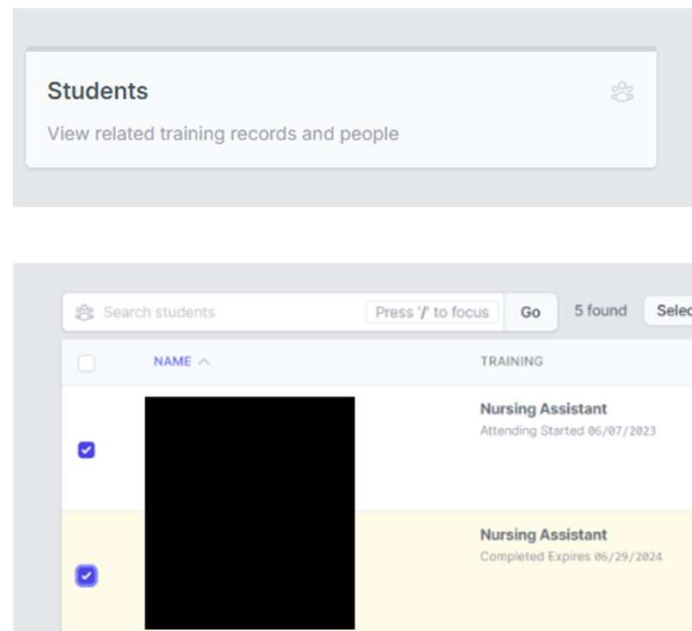
FACILITY Payments- Purchase Order

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:

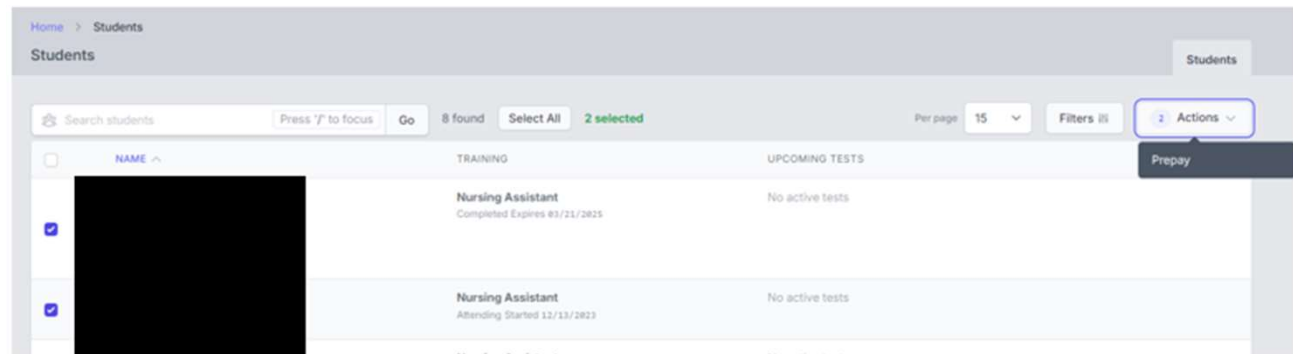
1. Check that you are in correct login: “Welcome (facility name)”
 - If it states “Welcome Susie Smith” you are under instructor login and won’t have access to payment.
 - Sometimes the instructor also has the facility login access (two logins) and sometimes it is another designated individual at the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

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

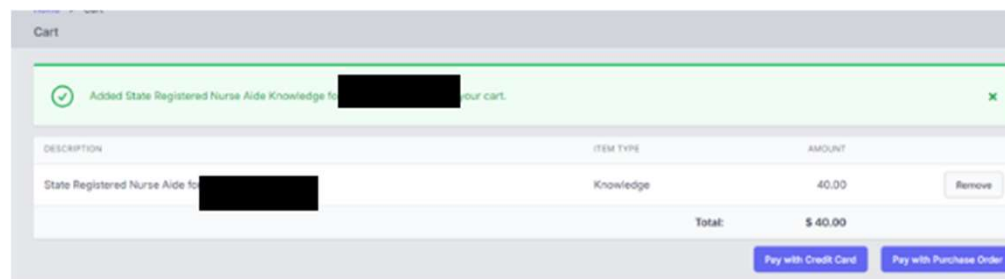


FACILITY Payments- Purchase Order

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

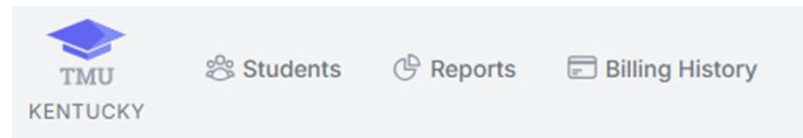
PO NUMBER

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

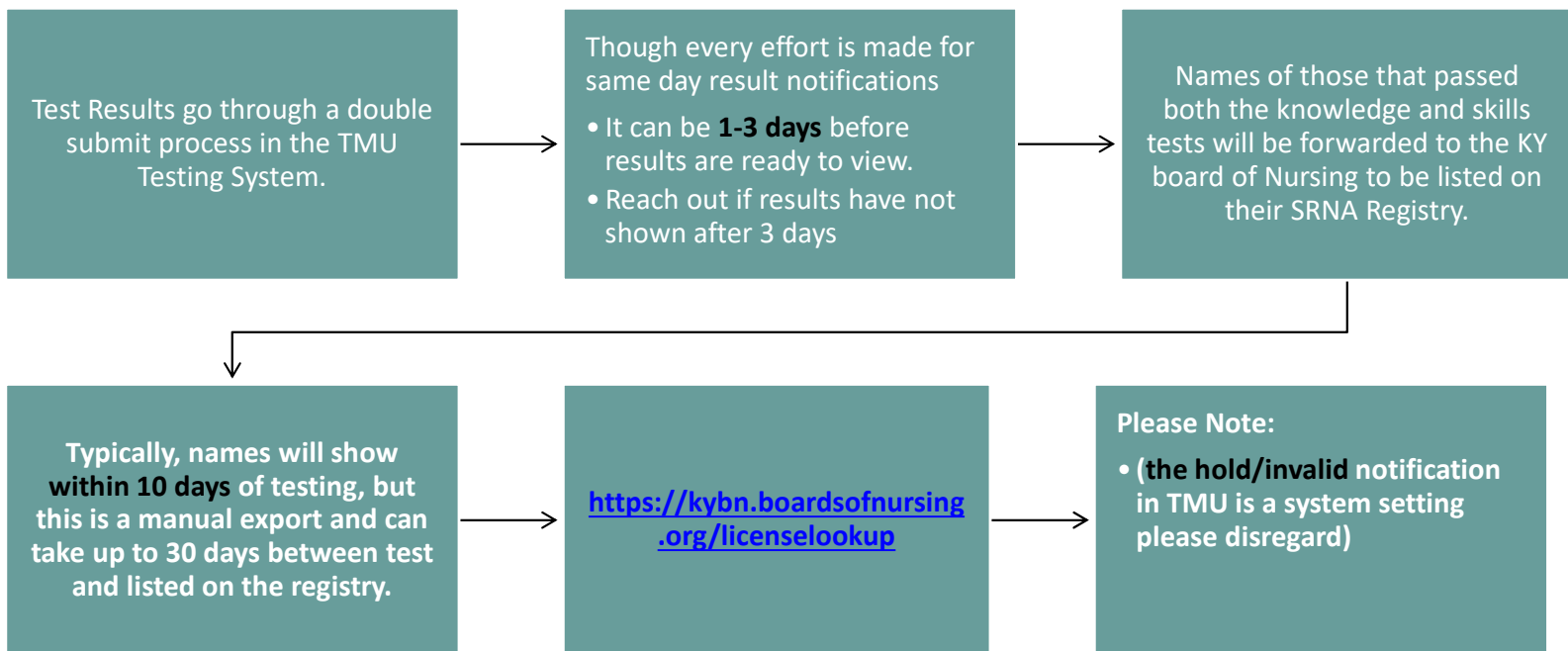
Submit Purchase Order

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



KBN NURSE AIDE REGISTRY



FACILITY- Reports

- **No Show** -List of tests marked as No Show
- **Knowledge Detail** -Pass rates per subject and list of most often missed vocabulary words
- **Skill Detail** -Pass rates for skill tasks and individual steps in those tasks
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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/ 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. 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, Study Guide

CURRENT TESTING FEES CAN BE FOUND:

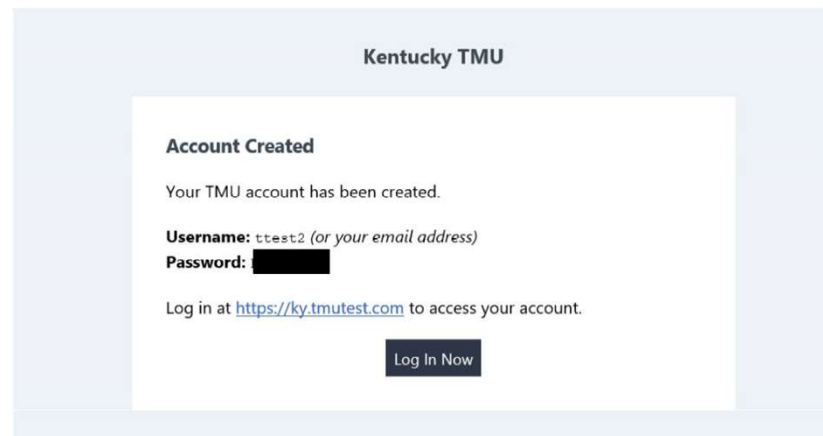
<https://nurseaide.kctcs.edu/online-testing/index.aspx>

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.

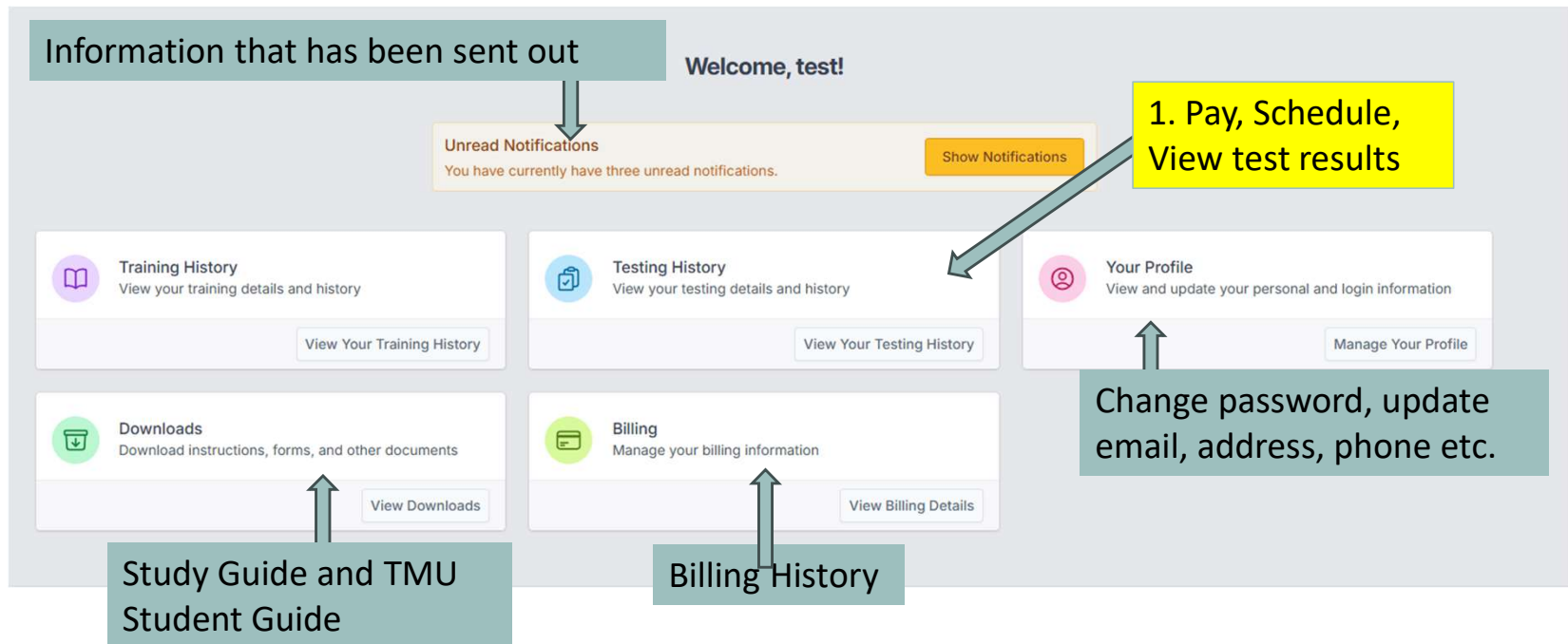
The student can log in any time prior to testing to complete registration.

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

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

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



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 skip requesting payment and have green scheduling buttons)

The screenshot displays a web interface titled "Your Tests". It features a table with the following structure:

Scheduling	
Exam	Status
<input type="checkbox"/> State Registered Nurse Aide Knowledge	Not Eligible View Available Test Dates
<input type="checkbox"/> State Registered Nurse Aide Skill	Not Eligible View Available Test Dates

Below the table is a blue button labeled "Add Selected Items to Cart".

At the bottom, there is a section titled "Testing History" which contains the text "No data found".

3. Select tests to pay/schedule, then go to cart 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 [schedule](#) button):

Home / Test history

Your Tests

Scheduling		
Exam	Status	
State Registered Nurse Aide Knowledge	Eligible	Schedule
State Registered Nurse Aide Skill	Eligible	Schedule

(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 to a particular test site availability:

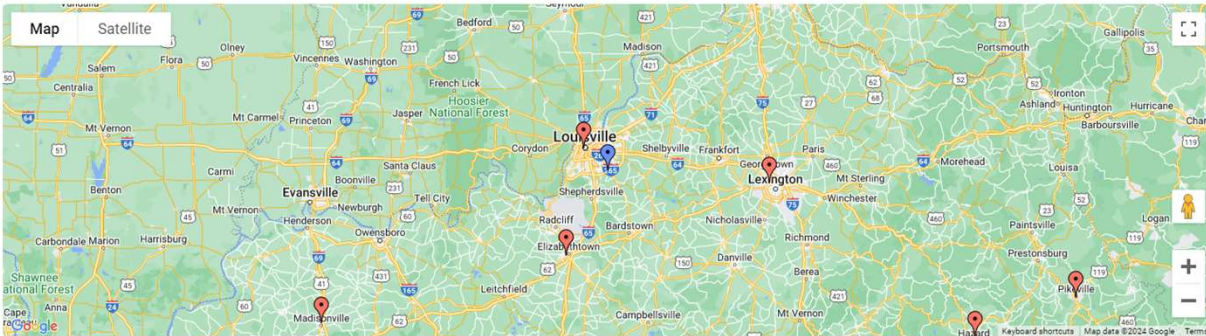
5. Select Schedule



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

6. Click on the [schedule](#) button then confirm:
7. Scheduled Exam is in yellow
8. Then schedule the second exam (knowledge/skill)
9. **UNDER ACTIONS:** Student may print confirmation with day of instructions, view map or reschedule if within window.

ky.tmutest.com says
Schedule into this Event on 08/01/2023 for State Registered Nurse Aide Skill - Are you sure?

TEST DATE	TEST SITE	SCHEDULING FOR	
08/01/2023 11:00 AM EDT	Bluegrass CTC - Leestown Campus Lexington, KY	State Registered Nurse Aide	Schedule
08/01/2023 9:00 AM EDT	Bluegrass CTC - Leestown Campus Lexington, KY	State Registered Nurse Aide	Schedule
08/01/2023 10:00 AM EDT	Bluegrass CTC - Leestown Campus Lexington, KY	State Registered Nurse Aide	Schedule

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

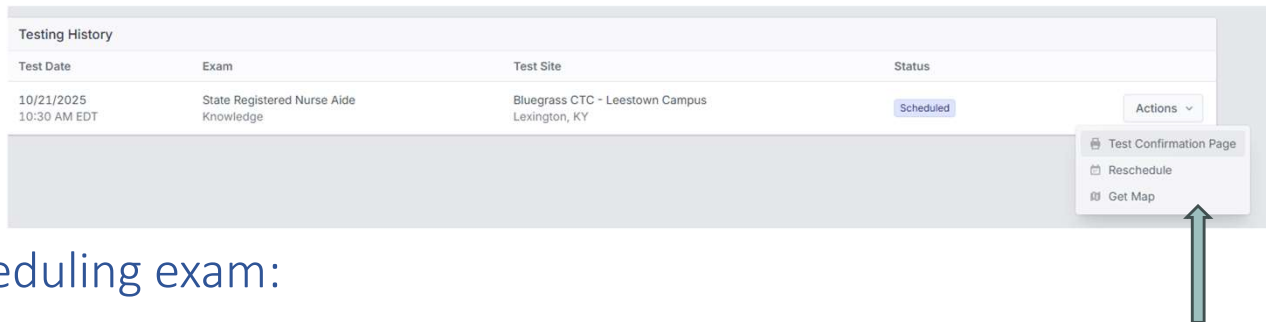
- Documents that establish both Identity and Employment Authorization, OR
- Documents that establish Identity; AND
- Documents that establish Employment Authorization
- All personal documents shall identify the individual's matching full name to include the middle initial.
- Please note that a letter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

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 before exam

Once scheduled, an instructor **cannot** change a student's 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. You may also take the testing survey

 **Testing History**
View your testing details and history

View Your Testing History

Testing History			
Test Date	Exam	Test Site	Status
10/14/2025 9:30 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Passed
10/08/2025 9:15 AM EDT	State Registered Nurse Aide Knowledge	Bluegrass CTC - Leestown Campus Lexington, KY	Passed

Please take our satisfaction survey

Actions ▾

Actions ▾

Details

Print Test Results

STUDENT- Retake/Reschedule missed exam

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:

Scheduling

☐ Exam

Status

☐ State Registered Nurse Aide Knowledge

Not Eligible

[View Available Test Dates](#)

Add Selected Items to Cart

Testing History

Please take our satisfaction survey

Test Date	Exam	Test Site	Status	
09/17/2025 10:45 AM EDT	State Registered Nurse Aide Knowledge	Bluegrass CTC - Leestown Campus Lexington, KY	Failed	Actions ▾
09/17/2025 10:00 AM EDT	State Registered Nurse Aide Skill	Bluegrass CTC - Leestown Campus Lexington, KY	Passed	Actions ▾

Testing History

View your testing details and history

View Your Testing History

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)

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.

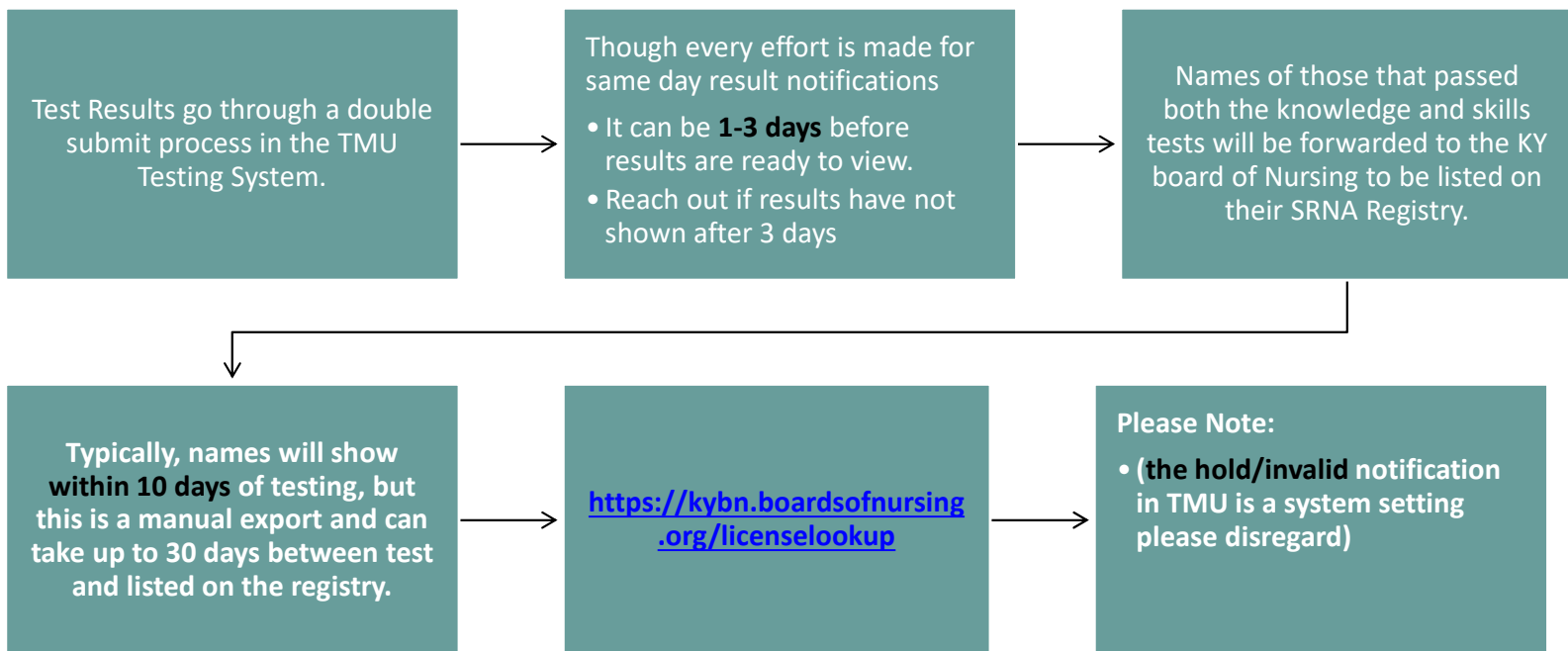
I need to reschedule.

- 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.

KBN NURSE AIDE REGISTRY



Sponsorship

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

CURRENT TESTING FEES CAN BE FOUND:

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

SPONSORSHIP- Payment Process

*The **KCTCS KNAT Coordinator** will first need to follow the sponsorship instructions in the coordinator supplemental guide to activate the facility in TMU as a sponsor 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.

FAQ and Resources

Enter and Completing Students-FAQ

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?

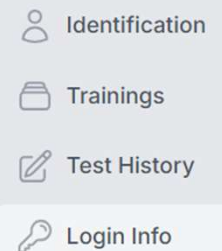
- The system won't resend the registration email if a student's email is changed/corrected. Any student that does not get the TMU registration email can login using their email on file and do a forgot password. That will get them to the same place to complete registration.
- If need to check what email 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.

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.



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.

Can we reactivate a former/failed student?

- Yes, you can add new training to a student.

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.

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/ 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. 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-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.)

Additional FAQ

Training Questions: KYNurseAideTraining@kctcs.edu

Testing Questions: NurseAideTesting@kctcs.edu

Who can pay for an exam?

- The facility or student can pay for the exam.

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

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.

What is the difference between instructor and facility logins/roles?

Instructor:

- Enter and complete students
- Schedule exams
- Only see your students
- Run reports
- Once a student passes, they will be off the list but still viewable in reports

Facility:

- Will say the facility name upon log in like "Welcome Smith School"
- 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

Important Websites:

- **MAIN Website for Testing:** <https://ky.tmutest.com/>
- **KCTCS Nurseaide Site:** <https://nurseaide.kctcs.edu/>



- **KY Page on Headmaster (Instructor How To Videos/Understanding Reports):**
https://www.hdmaster.com/testing/cna/testing/kentucky/KY_CNA_Home.htm

Test Master User Guide - TMU How To Guides
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 Guide - How to Pay Testing Fees for Training Programs and Sponsoring Facilities
Understanding the Training Program Reports

Helpful Resources

Instructor Application for access to TMU test site:

(must apply to be able to add/complete students):

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

Program Changes:

(New Program, Site Change, Instructor Change, etc.):

must complete a new MAP 414 within 30 days

[MAP 414 Application](#)

Method Of Instruction:

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

[MOI Instructor Registry](#)

Register for MOI Course through KCTCS:

[KCTCS MOI Course](#)

Trained but not showing on MOI Registry:

[Registry Form](#)

Training Questions: KYNurseAideTraining@kctcs.edu

Testing Questions: NurseAideTesting@kctcs.edu