Main Website:

https://ky.tmutest.com/

Site for Instructor Application, KMA or Nurse Aide Challenges:

https://ky.tmutest.com/apply

Kentucky's Page on Headmaster (Helpful resource links and how to instructions):

https://www.hdmaster.com/testing/cnatesting/kentucky/KY_CNA_Home.htm

TMU/HEADMASTER SOFTWARE:

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

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

So, all this is in addition to what we are already doing? We still schedule them on the other ky.gov site?

- No, this is in replacement of the KY.gov site.

Do I enter all my students are just those eligible to test?

- Enter your full class roster near the beginning of the course. This system allows for incomplete status and reasoning. This will provide for better reporting.

Can we do batch uploads of students?

- No, but you are responsible for less information per student. Once you enter a student, they are sent an email to complete SSN, DOB etc. This provides them with more ownership of the information, less work for you and fewer input errors.

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.

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 students have failed the old system and need to test in the new system, do we just direct them to the new site?

- Anyone who tested in the old system this past year and is still eligible for retest was moved over. You may not be able to view them, as instructors were not attached to students prior, so they are under "default instructor". They may be seen under the facility side, but they just need to use their email and do a forgot password to login and schedule for testing. Do not make a new account for them if retesting.

I am not seeing dates for the testing center we typically use?

- Please reach out to that testing center's coordinator.

My student passed but they are saying the site says hold/invalid?

- Hold/Invalid is a normal system setting after a student has tested and is archived in our system. Their test results are further down the page.

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.

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.

Who can schedule an exam?

- The students and their instructor have access to schedule the exams.

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

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 with each login for password recovery.

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 center.

Can we reactivate a former/failed student?

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

If a student receives an INCOMPLETE (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, 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.

If they fail one, can the instructor go in and set up another test date/time and pay only for the one that they failed?

- Anyone can pay for a student as many times as they are allowed to test.

PAYMENT:

How much is it per test?

- Testing fees have not changed.

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 center.

I'm confused about how students pay?

- Students now have the ability to self-schedule and can pay online by card when they choose a test date. Facilities can continue to pay for their students as well. You must be logged in under the facility role to see prepay option.

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.

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".

WEBSITES:

MAIN Website for Testing:

https://ky.tmutest.com/

Kentucky's Page on Headmaster (Helpful resource links and how to instructions):
https://www.hdmaster.com/testing/cnatesting/kentucky/KY_CNA_Home.htm

TMU/Headmaster Main Page/Question of the day (left):

https://www.hdmaster.com/

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

https://ky.tmutest.com/apply

KCTCS Nurse Aide Website:

Main:
https://nurseaide.kctcs.edu/about/index.aspx

Online testing information:
https://nurseaide.kctcs.edu/online-testing/index.aspx

Study Guide:
https://nurseaide.kctcs.edu/nurse-aide-resources/media/pdfs/Study-Guide%207.1.23.pdf
(If your system is pulling up an older version: check clearing your browser's cache. Sometimes your browser will pull up the last version instead of the new one.)

How to: Clear cache & cookies - Computer - Google Account Help

Questions: nurseaidetesting@kctcs.edu

STUDENT SIDE

Welcome, test!

Testing

Your Profile

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

If they pay for their test, this screen will show:

Your Tests

Scheduling

	EXAM	REASON
☐	State Registered Nurse Aide Knowledge Not Eligible	Payment Required
	Kentucky Medication Aide Knowledge Not Eligible	Kentucky Medication Aide Training
☐	State Registered Nurse Aide Skill Not Eligible	Payment Required

Add Selected Items to Cart

Then go to a cart at the top and pay. Once paid they will have this screen:

Your Tests

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 Eligible		Schedule

Testing History

No test history on record.

It will list by date:

Find Event NURSE AIDE

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

https://ky.tmutest.com/students/10517/schedule/Skillexam/1

KY TMU License Lookup Electronic Fax Cust... D&S - Kentu... ...urs... Ky KI- Nurse Aide Rep... KI admin - Nurse Ai...

ky.tmutest.com says

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

OK   Cancel

Home > Tests > Find Event

Find Event NURSE AIDE

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

✓ 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

Then schedule the second test.

Once they have passed it will look like this:
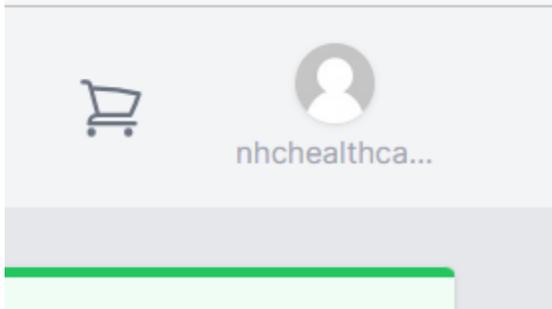
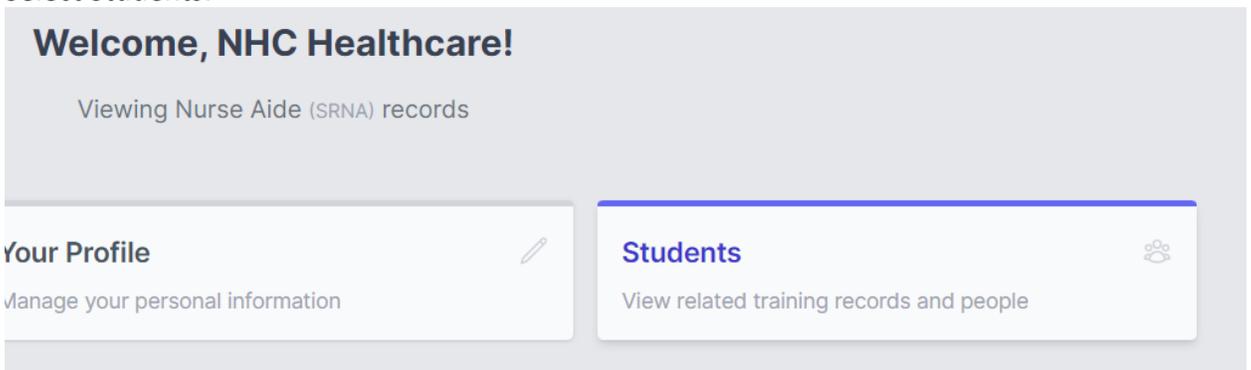| EXAM	REASON
State Registered Nurse Aide Knowledge Not Eligible	Hold / invalid record status
Kentucky Medication Aide Knowledge Not Eligible	Hold / invalid record status
State Registered Nurse Aide Skill Not Eligible	Hold / invalid record status

Testing History

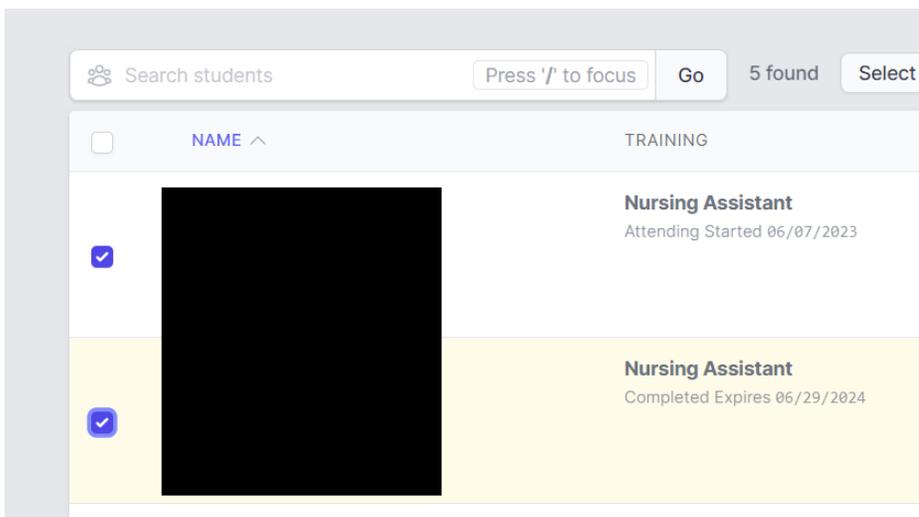| TEST DATE	EXAM	TEST SITE	STATUS		
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Knowledge	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results
07/19/2023 8:30 AM EDT	State Registered Nurse Aide Skill	Elizabethtown CTC Elizabethtown, KY	Passed	Details	Print Test Results

Facility Pre-Pay

1. Check in correct profile (welcome "facility name"):

2. Select Students:

3. Check mark who you want to pay for

4. Select Actions-prepay

TMU
KENTUCKY

Students   Reports   Billing History   nhchealthca...

Home > Students

Students

Students

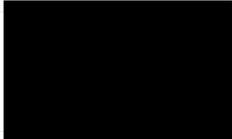Search students   Press '/' to focus   Go   5 found   Select All   **2 selected**   Per page   15 ⌄   Filters ⇟   **2** Actions ⌄

Prepay

	NAME ⌃	TRAINING	UPCOMING TESTS
☑		**Nursing Assistant** Attending Started 06/07/2023	No active tests