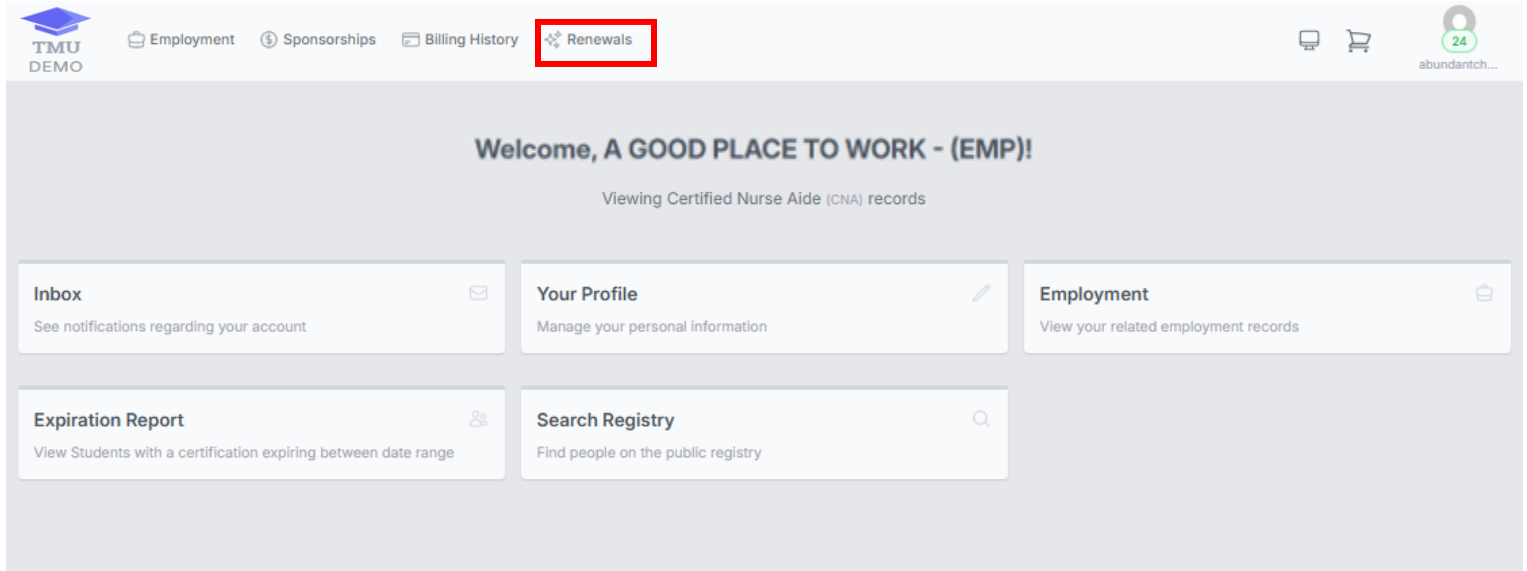


EMPLOYER

How to Renew Employee Certifications in TMU©

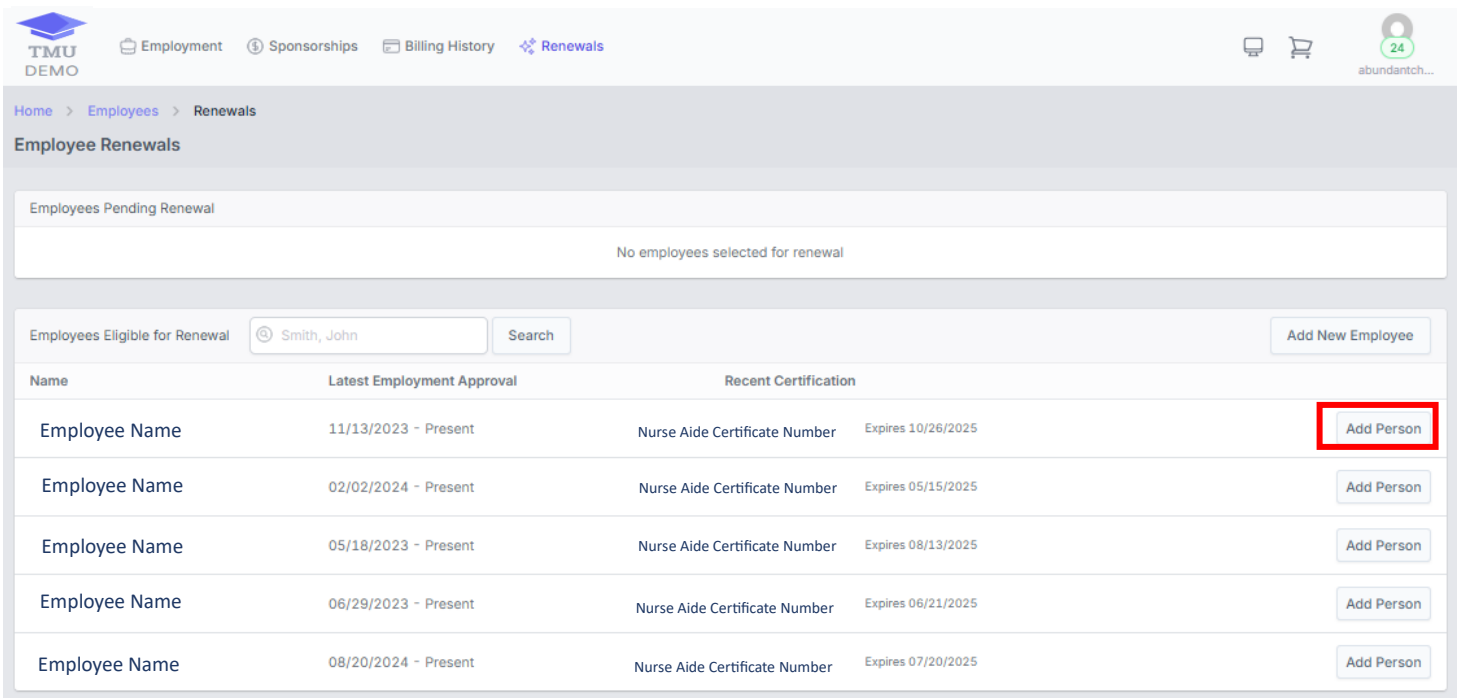
Sign in to your **Employer** record in your state's TMU© database using your Employer Email or Username and Password.

Click on **Renewals**:



All employees that have previously been renewed by you will be listed as eligible for renewal. If you need to renew an employee who has not been renewed by you before, you will have the option to search for them.

To renew a preexisting employee, you will find them on the list and click on **Add Person**

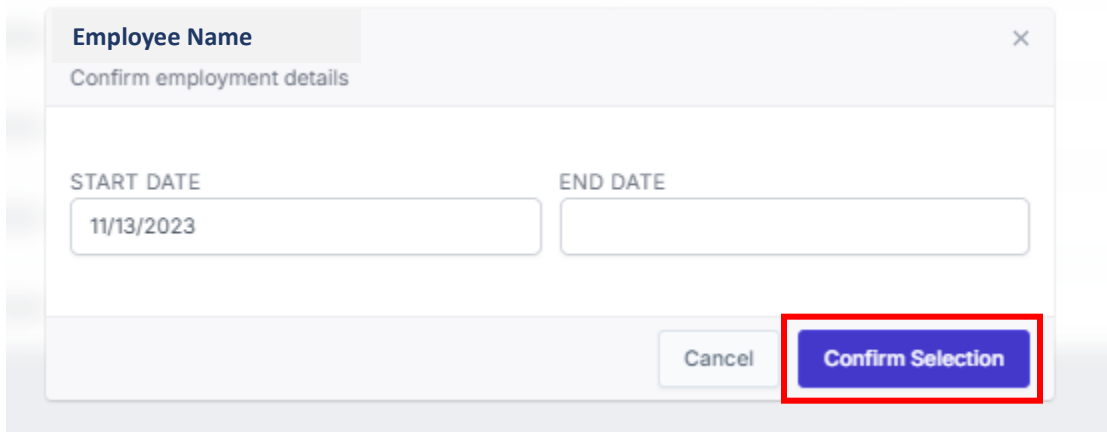


EMPLOYER

How to Renew Employee Certifications in TMU©

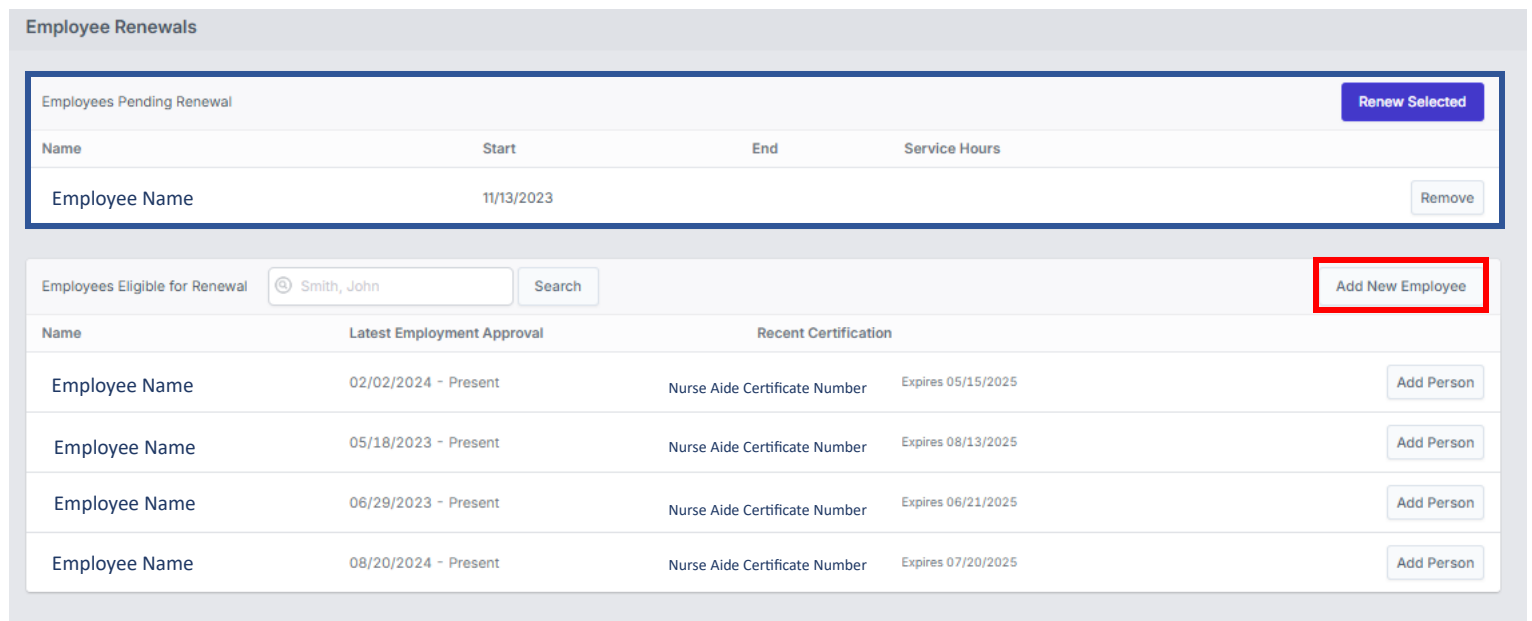
You will need to confirm their employment details. Once you have confirmed the dates, you will click **Confirm Selection**.

NOTE: *If the employee still works for you, you can leave the END DATE blank.*



The names of selected employees will now appear under **Employees Pending Renewal**. You can add as many employees as you wish before finalizing the renewal.

If you would like to add an employee that you have not renewed before you will need to click **Add New Employee**.



Employee Renewals				
Employees Pending Renewal				Renew Selected
Name	Start	End	Service Hours	
Employee Name	11/13/2023			Remove
Employees Eligible for Renewal				
Smith, John		Search	Add New Employee	
Name	Latest Employment Approval		Recent Certification	
Employee Name	02/02/2024 - Present	Nurse Aide Certificate Number	Expires 05/15/2025	Add Person
Employee Name	05/18/2023 - Present	Nurse Aide Certificate Number	Expires 08/13/2025	Add Person
Employee Name	06/29/2023 - Present	Nurse Aide Certificate Number	Expires 06/21/2025	Add Person
Employee Name	08/20/2024 - Present	Nurse Aide Certificate Number	Expires 07/20/2025	Add Person

EMPLOYER

How to Renew Employee Certifications in TMU©

You can search for the new employee by license number or name (last, first). When you have found the correct employee, you will click **Add Person**.

Add New Employee

Only people eligible for employment-based renewal are shown

Search by license number or name (last, first)

smith, k

Employee Name

Nurse Aide Certificate Number

Add Person

Employee Name

Nurse Aide Certificate Number

Add Person

Employee Name

Nurse Aide Certificate Number

Add Person

Employee Name

Nurse Aide Certificate Number

Add Person

Once you have your complete list of employees to renew, you will click **Renew Selected**.

Employee Renewals				
Employees Pending Renewal				Renew Selected
Name	Start	End	Service Hours	
Employee Name	07/18/2024			Remove
Employee Name	04/15/2024			Remove

EMPLOYER

How to Renew Employee Certifications in TMU©

If your state has a renewal fee you will pay that here. Otherwise, you will verify that the employees have worked at least 8 hours within their 24-month eligibility period and click **Finish** or **Finish & Pay**.

Renew via Employment

CARDHOLDER NAME *

CARD NUMBER *

EXP MONTH *
Select Month

EXP YEAR *
Select Year

SECURITY CODE *

CARDHOLDER ADDRESS *

CITY *
STATE *
ZIP CODE *

Employee Name
Employed 01/01/2023 - Present

Employee Name
Employed 10/01/2022 - Present

☐ I verify that **each of these employees** have worked or contracted at least **8.00** hours within their 24-month eligibility period listed above.

Paying **\$40.00** for 2 employee renewals

Cancel

Finish & Pay

You will receive the message below:

→ The employee will be renewed for two years.

Home > Employment

A GOOD PLACE TO WORK - (EMP) Active

Active Archived

i

Issued Certification Renewal by Employment
Approved employment

Employment Renewals

No employment history

If you need assistance or have any questions, please call D&SDT-HEADMASTER at (888) 401-0465.