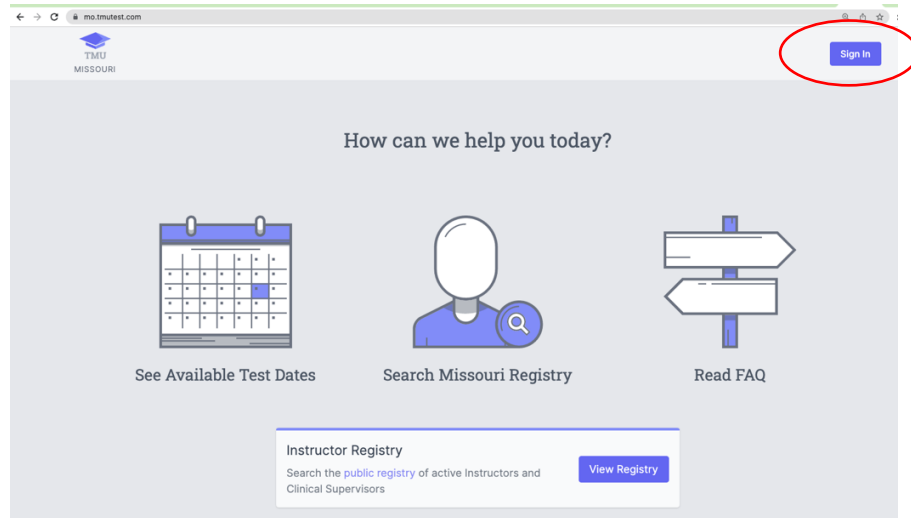
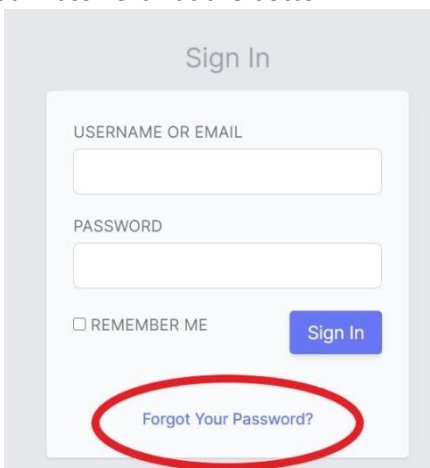


HOW TO RENEW YOUR CNA CERTIFICATION ON TMU©

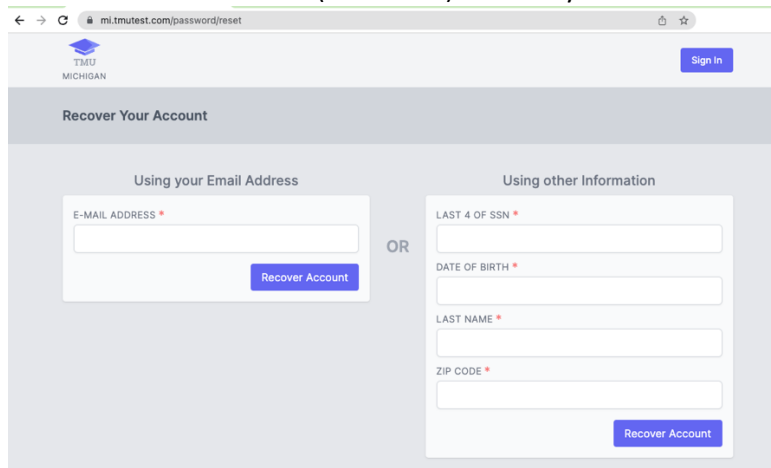
First you will need to sign into your account on our Missouri TMU© website: <https://mo.tmutest.com>
Once on the site, you will click “Sign In” which is displayed in the top right-hand corner.



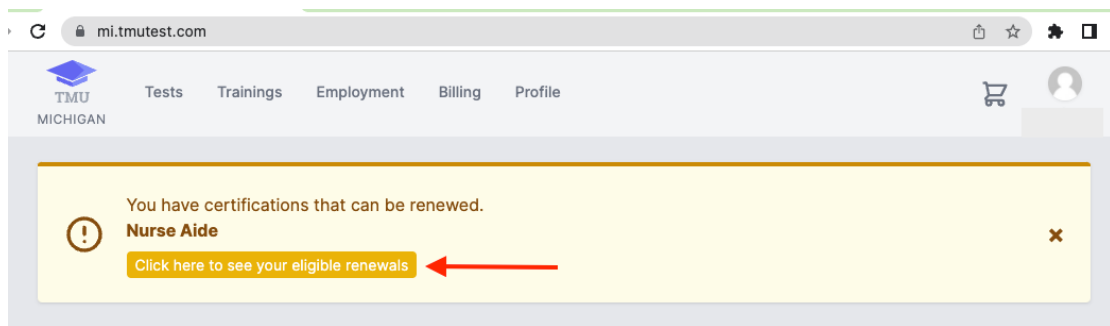
Now you will click on the “Forgot Your Password” at the bottom.



This will allow you to send yourself a password reset link. After it sends you will be able to create a new password via your **Email** or **Other Information** (see below). Normally the title is “TMU Password Reset”.



Once you get signed in, there should be a message stating “You have certifications that can be renewed”. This will bring you to another page that says “Click here to see your eligible renewals” If this does not show, click the “employment” button at the top of the page, it will take you to the same page.



This will bring you to the Renewal Letters page which informs you that your Nurse Aide Certification will expire on XX/XX/XXXX, Click on “Click here to submit Employment Renewal”



There are Two Options to Renew, the CNA can pay via Credit Card (as seen on the following page) or scroll down to see how to choose Sponsor Payment if an employer has agreed to pay for the CNA’s renewal. For the Employer this includes directions on how to Verify and Pay the Sponsor Payment in the below document.

Pay by Credit Card

You will now search for your employer in a list, or type in the name into the text field and enter the required **start date**, **hours worked**, upload **documentation as proof of hours worked** and **credit card information** as seen below:

TMU
BEDROCK

Tests Trainings Employment Billing Downloads Profile

Home > Create Employment

Create Employment

Employment

CERTIFICATION *
Certified Nurse Aide

EMPLOYER *
Select Employer

START *
END

UPLOAD DOCUMENTS *
Choose File No file chosen

Add File

Pay with a Credit Card
Pay the fee yourself
The renewal fee is \$20.00

Sponsor Payment
Your employer pays the fee for you

CARDHOLDER NAME *
CARD NUMBER *
EXP MONTH *
Select Month
EXP YEAR *
Select Year
SECURITY CODE *
CITY *
STATE *
ZIP CODE *

By clicking **Pay Now** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.
Please pay \$20.00 to continue with certification renewal.
The renewal fee is **non-refundable**.

Pay Now

After you Click “Pay Now” your certification will be renewed.

Sponsor Payment Renewal Option

You will now search for your employer in a list, or type in the name into the text field and enter the required **start date**, **hours worked**, upload **documentation as proof of hours worked** and **select Sponsor Payment** as seen below:

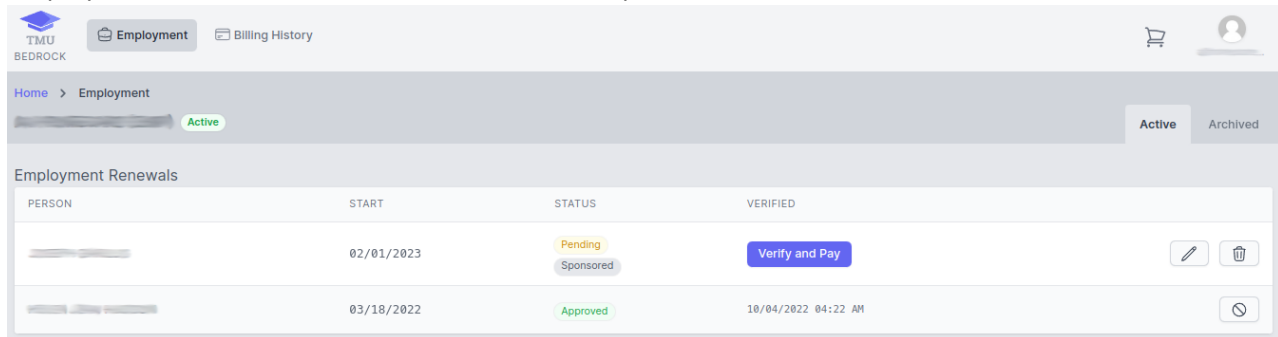
The screenshot shows the 'Create Employment' form in the TMU Bedrock system. The form is titled 'Employment' and contains the following fields and options:

- CERTIFICATION ***: A dropdown menu with 'Certified Nurse Aide' selected.
- EMPLOYER ***: A dropdown menu with 'Select Employer' selected.
- START ***: An empty text input field.
- END**: An empty text input field.
- UPLOAD DOCUMENTS ***: A dashed box containing a 'Choose File' button and the text 'No file chosen'. An 'Add File' button is located to the right of the dashed box.
- Payment Options**: Two radio buttons are present. The first is 'Pay with a Credit Card' with the subtext 'Pay the fee yourself' and 'The renewal fee is \$20.00'. The second is 'Sponsor Payment' with the subtext 'Your employer pays the fee for you' and a blue checkmark next to it.
- Disclaimer**: A blue italicized note at the bottom states: 'By clicking **Create** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer. The selected Employer will be required to pay \$20.00 before your renewal is issued.'
- Create**: A blue button at the bottom right of the form.

After you select Create, an email will be sent to your employer to verify and pay for your renewal, after the payment is made by the employer, your certification will be renewed.

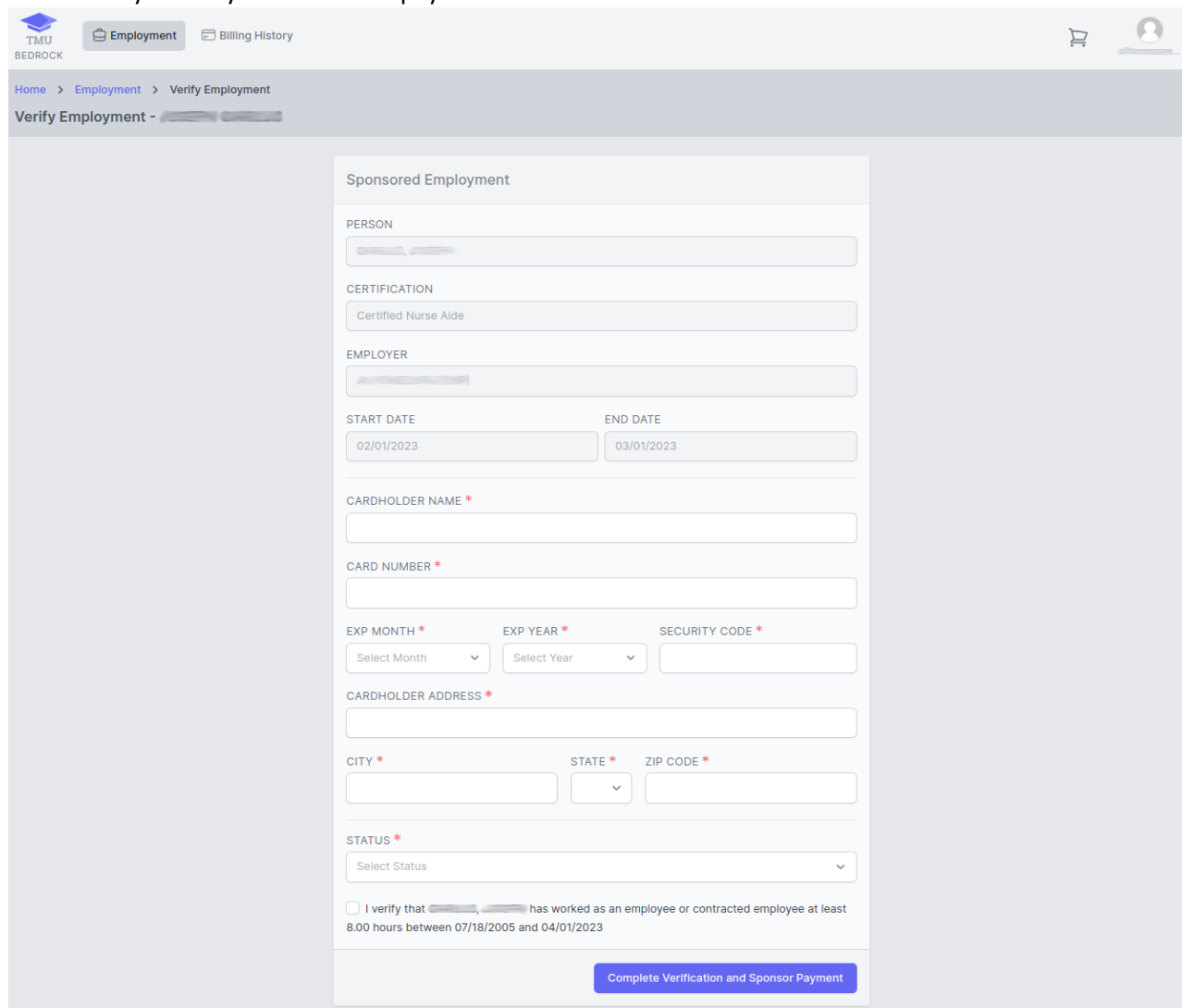
For the Employer making a Sponsor Payment

After your employee adds employment which requires a sponsor payment, the employer contact will receive an email and can log into <https://mo.tmutest.com>. On the employment tab the list of employment renewals that need to be verified and paid for will be listed as seen below:



PERSON	START	STATUS	VERIFIED
[REDACTED]	02/01/2023	Pending Sponsored	Verify and Pay
[REDACTED]	03/18/2022	Approved	10/04/2022 04:22 AM

Select Verify and Pay and enter the payment information as seen below:



Sponsored Employment

PERSON
[REDACTED]

CERTIFICATION
Certified Nurse Aide

EMPLOYER
[REDACTED]

START DATE
02/01/2023

END DATE
03/01/2023

CARDHOLDER NAME *
[REDACTED]

CARD NUMBER *
[REDACTED]

EXP MONTH *
Select Month

EXP YEAR *
Select Year

SECURITY CODE *
[REDACTED]

CARDHOLDER ADDRESS *
[REDACTED]

CITY *
[REDACTED]

STATE *
[REDACTED]

ZIP CODE *
[REDACTED]

STATUS *
Select Status

I verify that [REDACTED] has worked as an employee or contracted employee at least 8.00 hours between 07/18/2005 and 04/01/2023

Complete Verification and Sponsor Payment

Complete all required fields and then choose the Complete Verification and Sponsor Payment option and the employee's certification will be renewed.

Let us know if there is anything else we can help you with. We can be reached Monday-Friday 7am-7pm Central Time at (888)401-0462.