HOW TO SCHEDULE/RESCHEDULE A TEST EVENT
(AFTER TESTING FEES HAVE BEEN PAID)
CANDIDATE INSTRUCTIONS

NOTE: Your testing fees have to be paid before you can schedule a test event. Please see instructions in your state's Candidate Handbook on how to self-pay your testing fees. Some programs/facilities may pre-pay their candidate's testing fees, please check with your program to see if this is the case before self-paying your testing fees.

These instructions are the same for Medication Aide/Assistant and other testing (example: Caregiver and Manager, etc.)

Sign in to your TMU© account using your **Email** or **User ID** and **Password**.

If you don't remember your Password, please see the 'Forgot Your Password and Reset Your Account Instructions' in your state's candidate handbook, or under the How To Guides for Candidates on your state's web page at **www.hdmaster.com**, then click on your state.

You will see which tests you are **eligible** to schedule for (this list is just an example and your state may not show all of these options).

Click on **SCHEDULE** to the right of the component you are showing eligible to schedule for. The instructions are the same for any component (knowledge or skills):
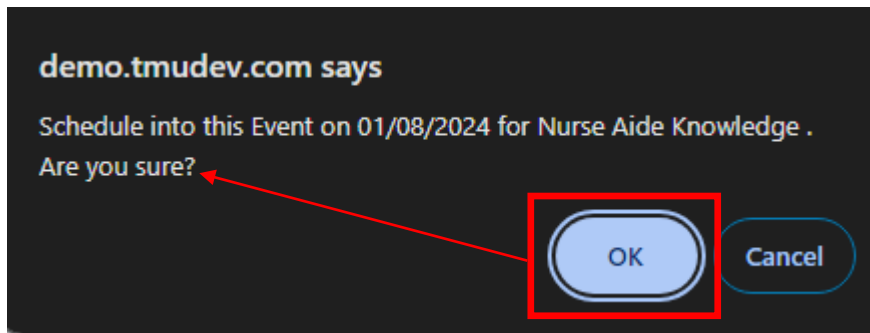

All test events you are **eligible to schedule in to** will show up. Click on **SCHEDULE** to the right of the test site, date and time you wish to test at:

This is an example for Knowledge Test Events:

You will get this pop-up message. Click **OK** to confirm you want to schedule into this test event:

You will get a message that you are scheduled and under **SCHEDULING**, it will show you are **NOT ELIGIBLE** for your Nurse Aide Knowledge and the **REASON** is that you are **ALREADY SCHEDULED**.

Under **TESTING HISTORY**, is has details of where and when you are scheduled. Click on **TEST CONFIRMATION PAGE** to view your Test Confirmation with important information regarding testing.

→ **Follow the same directions above to schedule into your Skills Exam test event.**

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IMPORTANT REMINDER: It is important that you read your Test Confirmation. It will direct you to refer to your state's Candidate Handbook for important information regarding testing and test day. Failure to read your state's Candidate Handbook could cause you to not be allowed to test, forfeit your testing fees and have to pay for a test date for not adhering to testing policies.

*Example Test Confirmation letter:*

If you need to reschedule your test event, please refer to your state's Candidate Handbook for reschedule requirements to make sure you are within your state's required time frame to reschedule.


If you are within your state's time frame to reschedule, you would just need to click on **RESCHEDULE** and alternate test site and dates will show up for you to choose from, if you wish to reschedule into a new event. If not, you would just need to follow the Scheduling instructions when you are ready to schedule a new test event.

You will get this pop-up, click on **OK** to confirm your wish to **RESCHEDULE** your exam.
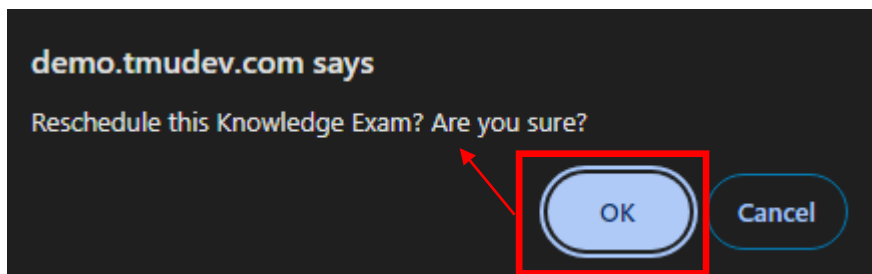
After clicking OK in the pop-up, you will get this message confirming you have been RESCHEDULED out of the test event and dates available for you to schedule into will show up, if you wish to schedule into a different test date at that time:
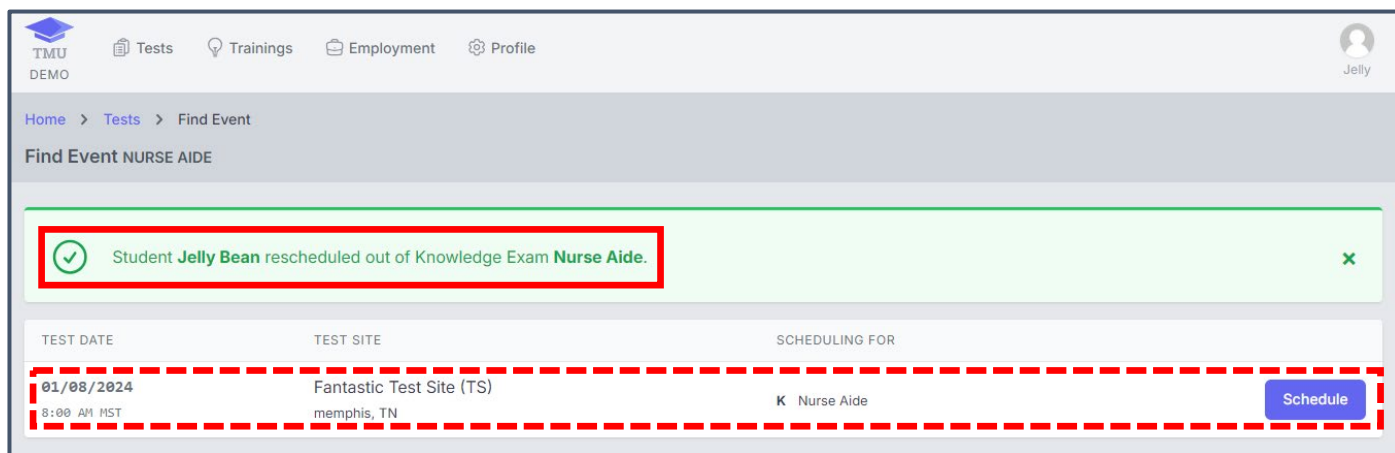
NOTE: Please refer to your state's Candidate Handbook for more detailed information and instructions. All Candidate Handbooks can be found on the D&SDT-HEADMASTER main webpage at **www.hdmaster.com**, then click on your state, or in your TMU© record under the Downloads Tab.

If you have questions or need assistance, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, excluding holidays.