

HOW TO RENEW YOUR CERTIFICATION IN TMU©

Begin by signing into your TMU© account.

If you do not know your Email or Username and Password, enter your email address and click on 'Forgot Your Password?' You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see the '[TMU©-How to Sign In and Forgot Your Password Reset](#)' Instructions document or the [Candidate Handbook](#) on your state's webpage at www.hdmaster.com, then click on your state). If you are unable to sign in for any reason, contact D&SDT-Headmaster at (800)393-8664.

Once signed in, you will see 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, and it will take you to the same page.

The screenshot shows the TMU© user dashboard. At the top, there is a navigation bar with links for Tests, Trainings, Employment (highlighted with a red box), Billing, Downloads, and Profile. A notification banner at the top left states: "You have certifications that can be renewed. Certified Nurse Aide" with a red box around the link "Click here to see your eligible renewals". A larger blue banner in the center says: "Click 'CLICK HERE TO SEE YOUR ELIGIBLE RENEWALS' OR Click 'EMPLOYMENT'". Below the banners, it says "Welcome, Daffy!". There are two main cards: "Testing" with a clipboard icon and "Your Profile" with a person icon. Below these is a section titled "Your Certifications" with a table:

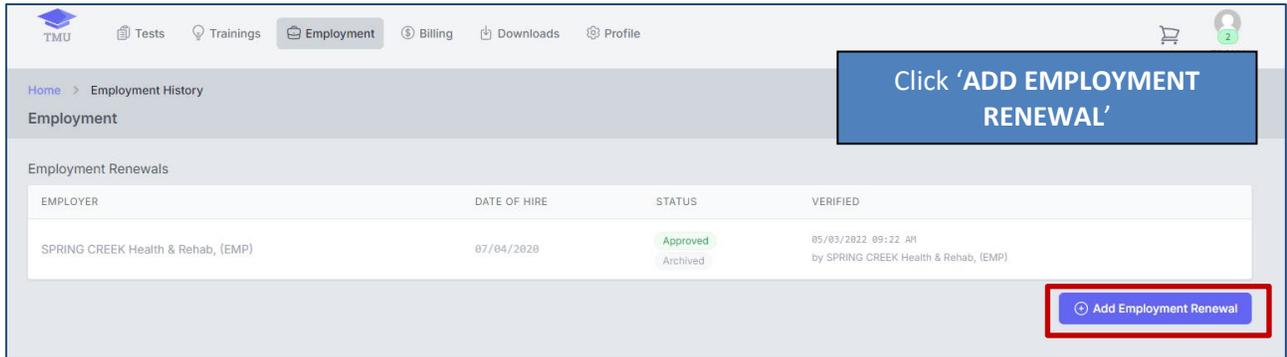
NAME	SOURCE	LICENSE	CERTIFIED	EXPIRES
Certified Nurse Aide	Initial	FAKE123	11/30/2022	12/31/2022

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.**"

The screenshot shows the "Renewal Letters" page. It has a breadcrumb trail: "Home > Renewal Letters". The title is "Renewal Letters". Below the title, there is a notification card for "Certified Nurse Aide Certification" with the ID "#FAKE123". The text reads: "Your **Certified Nurse Aide Certification** became inactive on **Dec 31, 2022**. Please submit your request for employment verification to renew." At the bottom of the card, there is a red box around the link "Click here to submit Employment Renewal".

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This is the screen you will see when you click on 'EMPLOYMENT':



Employment

CERTIFICATION *
Nurse Aide

EMPLOYER *
Select Employer

START *
END

UPLOAD DOCUMENTS
Choose File No file chosen

Add File

Enter the following information:
•For **Certification** select *Nurse Aide*
•For **Employer** select *Your employer*
•For **Start** enter *your employment start date*
•For **End** enter *your employment end date, if applicable*

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.

Create

There are two options to pay the renewal fee, please see the examples on the following pages for each option:

- **Self-Pay:** pay the fee yourself with a credit card.
- **Sponsor Payment:** your employer pays the fee for you.

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SELF-PAY: Pay the fee yourself with a credit card.

Once you have selected your **EMPLOYER** from the drop-down list, the screen will populate with the following information.

Employment

CERTIFICATION * EMPLOYER *

Certified Nurse Aide Thoughtful Care

START * END

07/01/2022

UPLOAD DOCUMENTS

Choose File No file chosen Add File

Choose 'Pay with a Credit Card'

Pay with a Credit Card Sponsor Payment
Pay the fee yourself Your employer pays the fee for you
The renewal fee is \$25.00

CARDHOLDER NAME * Enter your Credit Card information and then click 'Pay Now'

CARD NUMBER *

EXP MONTH * EXP YEAR * SECURITY CODE *

Select Month Select Year

CARDHOLDER ADDRESS *

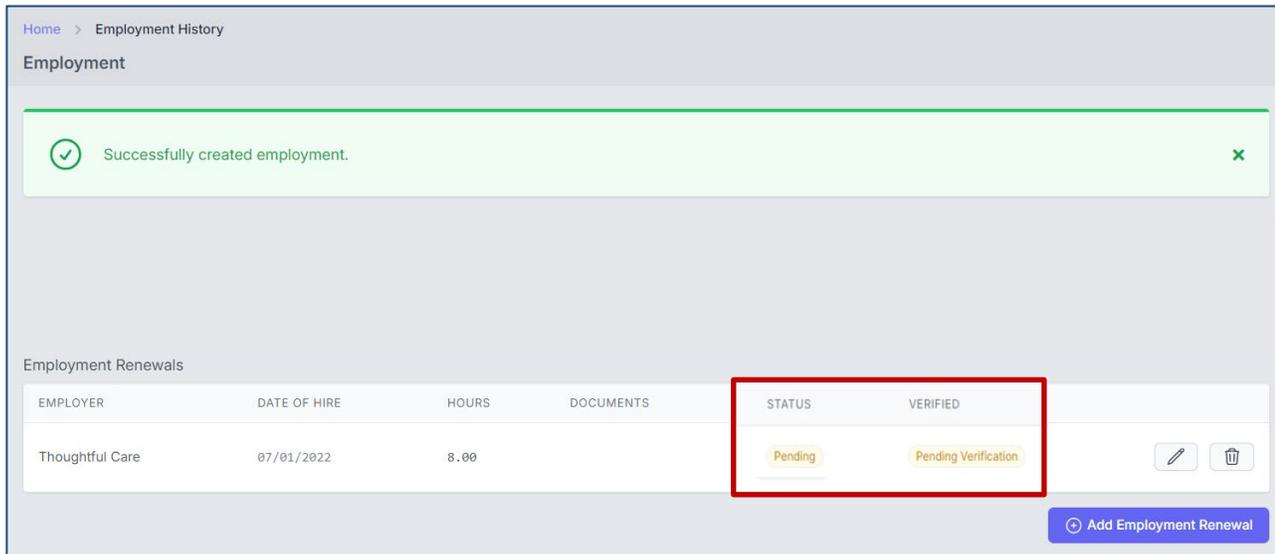
CITY * STATE * ZIP CODE *

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 \$25.00 to continue with certification renewal.
The renewal fee is **non-refundable**.

Pay Now

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After paying the renewal fee (there is no renewal fee for 'state-funded' facilities), you will get a message that you have '**successfully created employment**', and the '**Status**' of your request will be '**Pending**'. Your employer will review your request and approve or deny it. You can view this section of your record to check the status or by finding yourself on the public registry.



The screenshot displays the 'Employment History' page. At the top, there is a breadcrumb trail: 'Home > Employment History'. Below this, the page title is 'Employment'. A green notification banner at the top left contains a checkmark icon and the text 'Successfully created employment.' with a close button (X) on the right. Below the notification, the section 'Employment Renewals' is visible. It contains a table with the following data:

EMPLOYER	DATE OF HIRE	HOURS	DOCUMENTS	STATUS	VERIFIED	
Thoughtful Care	07/01/2022	8.00		Pending	Pending Verification	 

At the bottom right of the table area, there is a blue button labeled 'Add Employment Renewal'.

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SPONSOR PAYMENT: *Your employer pays the fee for you.*

Once you have selected your **EMPLOYER** from the drop-down list, the screen will populate with the following information below.

Employment

CERTIFICATION *	EMPLOYER *
Nurse Aide	Thoughtful Care
START *	END
07/01/2022	

UPLOAD DOCUMENTS

Choose File No file chosen

Choose 'Sponsor Payment'
Click 'Create'

Pay with a Credit Card
Pay the fee yourself

The renewal fee is \$25.00

Sponsor Payment
Your employer pays the fee for you

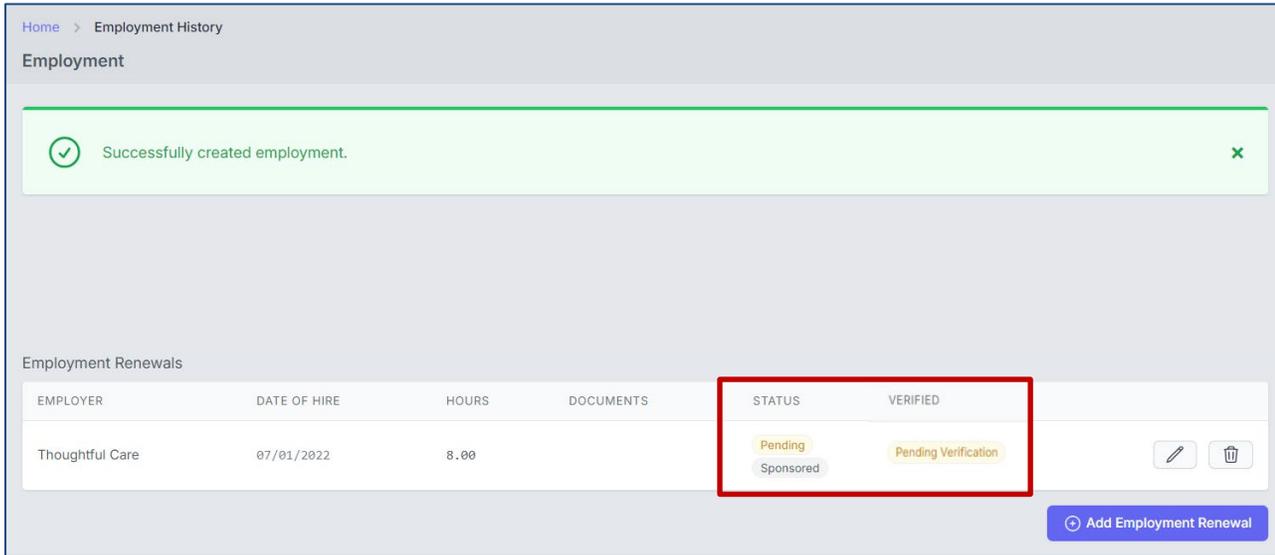
By clicking **Create** you are attesting that you have worked as a CNA at least 8 hours during the last certification period at the selected Employer.

The selected Employer will be required to pay \$25.00 before your renewal is issued.

Create

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After clicking **Create**, you will get a message that you have **'successfully created employment'**, and the Status of your request will be **'Pending 'Sponsored'**. Your employer will review your request and approve or deny it. You can view this section of your record to check the status or by finding yourself on the public registry.



The screenshot displays the 'Employment History' section of a user's profile. At the top, there is a breadcrumb trail: 'Home > Employment History'. Below this, the heading 'Employment' is visible. A green notification banner with a checkmark icon and the text 'Successfully created employment.' is present. The main content area is titled 'Employment Renewals' and contains a table with the following data:

EMPLOYER	DATE OF HIRE	HOURS	DOCUMENTS	STATUS	VERIFIED	
Thoughtful Care	07/01/2022	8.00		Pending Sponsored	Pending Verification	 

At the bottom right of the table area, there is a blue button labeled 'Add Employment Renewal'.