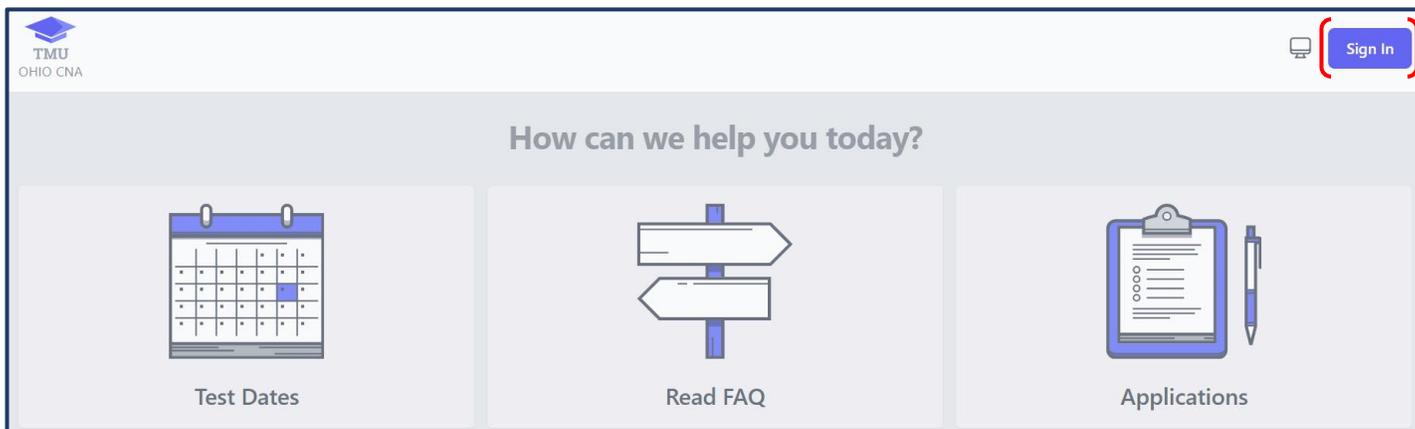


TRAINING PROGRAM INSTRUCTIONS  
HOW TO SCHEDULE CANDIDATES TO TEST IN TMU©

Go to the Ohio CNA TMU© at [oh.tmutest.com](http://oh.tmutest.com). Please call D&SDT-HEADMASTER at (877)851-2355 if you do not know your state's TMU© website URL. Or, you can go to the **D&SDT – HEADMASTER** main webpage at [www.hdmaster.com](http://www.hdmaster.com). Click on Ohio CNA, and once on your state's webpage, click on the **TestMaster Universe (TMU©) Start Page or Login** button.

Sign in to your **Training Program** account in the Ohio CNA TMU© database using your Training Program Email or Username and Password. Link: [oh.tmutest.com](http://oh.tmutest.com)



The image shows a 'Sign In' form. At the top is the title 'Sign In'. Below it are two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Both fields are highlighted with red brackets. Below the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME'. To the right of the 'REMEMBER ME' checkbox is a blue 'Sign In' button, also highlighted with red brackets. At the bottom of the form is a link that says 'Forgot Your Password?'.

*Enter your-  
Username or Email  
  
and your-  
Password  
  
and click-  
Sign In*

If you do not remember your password, please follow the instructions below.

### Forgot your Password and Recover your Account

If you have forgotten your Password or do not know your Password, follow the instructions below to reset it and recover your account.

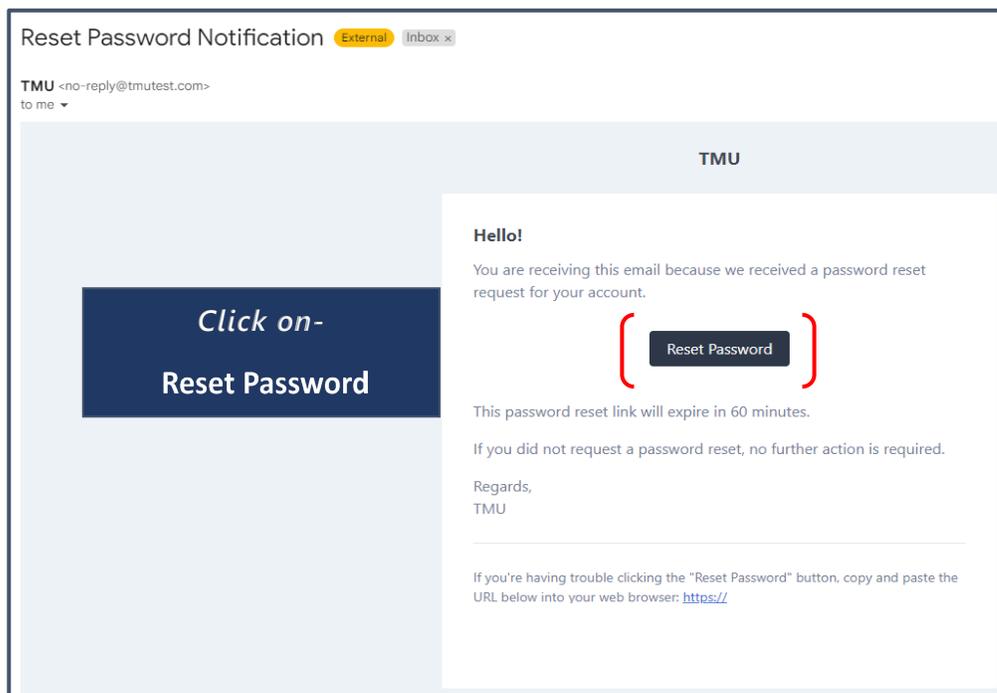
The image shows a 'Sign In' form with the following elements: a title 'Sign In', a 'USERNAME OR EMAIL' input field, a 'PASSWORD' input field, a 'REMEMBER ME' checkbox, and a 'Sign In' button. A dark blue callout box on the left contains the text 'Click on- Forgot Your Password?'. A red bracket on the right highlights a blue link labeled 'Forgot Your Password?' located below the password field.

The image shows a 'Recover Your Account' form with the following elements: a 'TMU DEMO' logo and 'Sign In' button in the top right; a 'Recover Your Account' title; two recovery options: 'Using your Email Address' and 'Using other Information'. The 'Using your Email Address' section has an 'E-MAIL ADDRESS \*' input field and a 'Recover Account' button. The 'Using other Information' section has input fields for 'LAST 4 OF SSN \*', 'DATE OF BIRTH \*', 'LAST NAME \*', and 'ZIP CODE \*', with a 'Recover Account' button at the bottom right. A dark blue callout box on the left contains the text 'Type in your Email Address and click on - Recover Account'. A red bracket on the left highlights the email input field, and another red bracket on the right highlights the 'Recover Account' button. The word 'OR' is placed between the two recovery sections.

TRAINING PROGRAM INSTRUCTIONS  
HOW TO SCHEDULE CANDIDATES TO TEST IN TMU©

*You will receive the message,*  
**We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.**

*This is what the email will look like (check your junk/spam folder for the email):*



**Note:** If you do not reset your password right away, the link will expire in 60 minutes, and after that time, you will need to request a new link.

TRAINING PROGRAM INSTRUCTIONS  
HOW TO SCHEDULE CANDIDATES TO TEST IN TMU©

Reset Your Password

E-MAIL ADDRESS  
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Reset Password

*Type in your Password and Confirm Password, then click on – Reset Password*

You will be re-directed to your Training Program account after resetting your password, or you can sign in to your **Training Program** account in the Ohio CNA TMU© database using your Training Program Email or Username and Password. Link: [oh.tmutest.com](http://oh.tmutest.com)

Click on **STUDENTS**:

TMU OHIO CNA

Students Employment Reports Billing History

Welcome, TRAINING PROGRAM!  
Viewing OH CNA Testing (CNA) records

**Inbox**  
See notifications regarding your account

**Your Profile**  
Manage your personal information

**Students**  
View related training records and people

**Employment**  
View your related employment records

# TRAINING PROGRAM INSTRUCTIONS HOW TO SCHEDULE CANDIDATES TO TEST IN TMU©

Click on the **CANDIDATE NAME** that you wish to schedule, or click on **EDIT** to the right of the candidate's information:

NAME ^	TRAINING	UPCOMING TESTS	ACTIVE CERTIFICATIONS	
<input type="checkbox"/> <b>BELLE, TINKER</b> student1@student.com DOB: 01/25/2000	<b>CNA</b> Completed Expires 09/27/2025	No active tests	No active certifications	Actions <b>Edit</b>
<input type="checkbox"/> <b>CANDIDATE 2</b> student2@student.com BEAVERDAM, OH 45808 DOB: 01/25/2000	<b>CNA</b> Completed Expires 09/27/2025	No active tests	No active certifications	
<input type="checkbox"/> <b>CANDIDATE 3</b> student3@student.com LIMA, OH 45801 DOB: 04/07/2000	<b>CNA</b> Completed Expires 09/27/2025	No active tests	No active certifications	

Once in the candidate's record, click on **TEST HISTORY**:

Home > Students > Edit

Belle, Tinker Student

Ready to Schedule SMS Enabled

Identification

Trainings

**Test History**

Employments

Login Info

Other Options

LEGAL FIRST NAME \* Tinker MIDDLE LEGAL LAST NAME \* Belle SUFFIX

PHONE \* 1 (779) 885-5051 ALTERNATE PHONE

BIRTHDATE \* 02/17/2000

GENDER  MALE  FEMALE  OTHER  AUDIO TESTS?  UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address ADDRESS \* 930 Meta Prairie Apt. 255

CITY \* Delfhos STATE \* Ohio ZIPCODE \* 45833

Sponsor SPONSOR No Sponsor

Actions Save Changes

# TRAINING PROGRAM INSTRUCTIONS

## HOW TO SCHEDULE CANDIDATES TO TEST IN TMU@

Click on **SCHEDULE**:

Home > Students > Belle, Tinker > Testing

Belle, Tinker Student

Ready to Schedule SMS Enabled

Exam	Status	Reason	Action
CNA Knowledge	Eligible		Schedule
CNA Skill	Eligible		Schedule

Select the desired available **test site location and date** to schedule the candidate for by clicking on **SCHEDULE**:

Home > Students > Edit #37 > Find Event

Find Event NURSE AIDE - Tinker Belle

Directions: Click on a marker to show upcoming events for that location.

TEST DATE	TEST SITE	SCHEDULING FOR	# SCHEDULED	Action
03/12/2025 3:00 PM EDT #52433	Fantastic Test Site (TS) Findlay, OH Best Evaluator	K CNA S CNA	1 Knowledge Student 2 Skill Students	Schedule
03/12/2025 8:30 AM EDT #52553	Fantastic Test Site (TS) Findlay, OH Best Evaluator	K CNA S CNA	5 Knowledge Students 5 Skill Students	Schedule

Click **OK** on the pop-up message to confirm this is the event you want to schedule the candidate for:

oh.tmutest.com says

Schedule into this Event on 03/12/2025 for NA Knowledge, NA Skill. Are you sure?

**OK** Cancel

# TRAINING PROGRAM INSTRUCTIONS

## HOW TO SCHEDULE CANDIDATES TO TEST IN TMU©

You will get the message that the candidate has been scheduled into an exam(s):

The screenshot shows the TMU© interface for a student named Belle, Tinker. A notification at the top states: "Student CANDIDATE, SAMPLE scheduled into Skill for Certified Nurse Aide. Student CANDIDATE, SAMPLE scheduled into Knowledge for Certified Nurse Aide." Below this, the "Scheduling" table is visible:

Exam	Status	Reason
Nurse Aide Knowledge	Not Eligible	Already Scheduled
Nurse Aide Skill	Not Eligible	Already Scheduled

Candidates will receive a notification in their TMU© account, and a test confirmation letter that provides important information regarding where they are scheduled to test (date, time, and address). Both can be accessed at any time by logging into their TMU© Account.

Please remind your candidates to review the Ohio CNA Candidate Handbook for specific instructions on arriving at the test event on time, ID requirements, testing attire, testing policies and procedures, what to expect, etc. Failure to read the candidate handbook could result in a no-show status for a candidate's test event if they do not adhere to the testing policies, etc.

The screenshot shows a "Test Confirmation Letter" for an Ohio CNA exam. The letter includes the following details:

- Scheduled Test Confirmation - Ohio CNA**
- Test Date:** 03/11/2025
- Test Time:** 12:00 PM EDT
- Test Exam:** Knowledge - CNA
- Test Site:** Practice Test Site (TESTING)  
1000 Sample Lane  
Findlay, OH

**CANDIDATE ONE PRACTICE**  
PO BOX 418  
FINDLAY, OH 45839

**Click on- Print Page to print your confirmation letter.**

**Click on- Get Map to get Google Maps directions to the test site.**

TESTING BEGINS AT 12:00 PM EDT: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK-IN

If you are unable to access your account, go to <https://oh.tmutest.com>, click on 'Forgot Password', enter your Email, click on 'Send Reset Password Link and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.877.851.2355.

Refer to the **Nurse Aide Competency Exam** section of the **Ohio NA Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

[Click to open the Candidate Handbook](#)