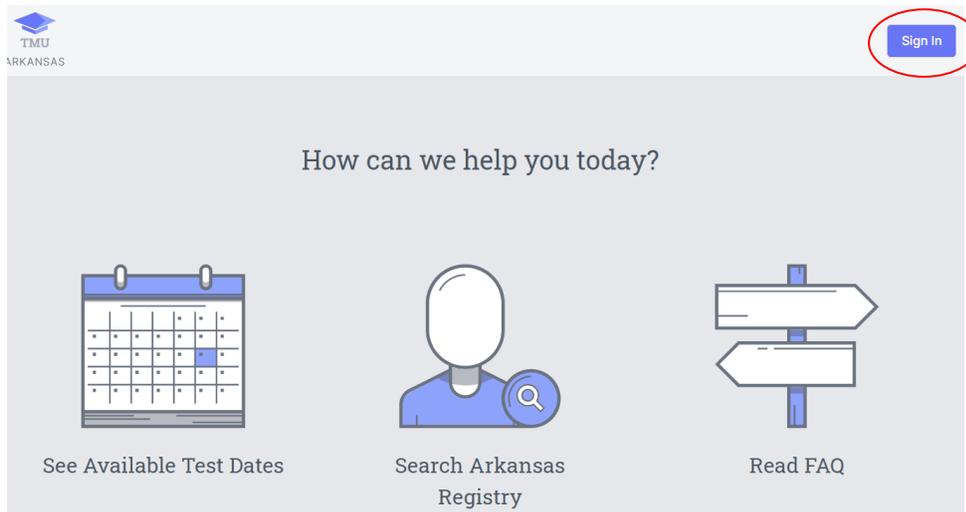
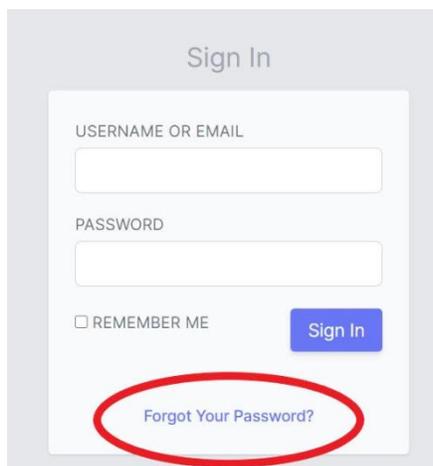


HOW CNA'S RENEW IN TMU© WITH PRIVATE DUTY

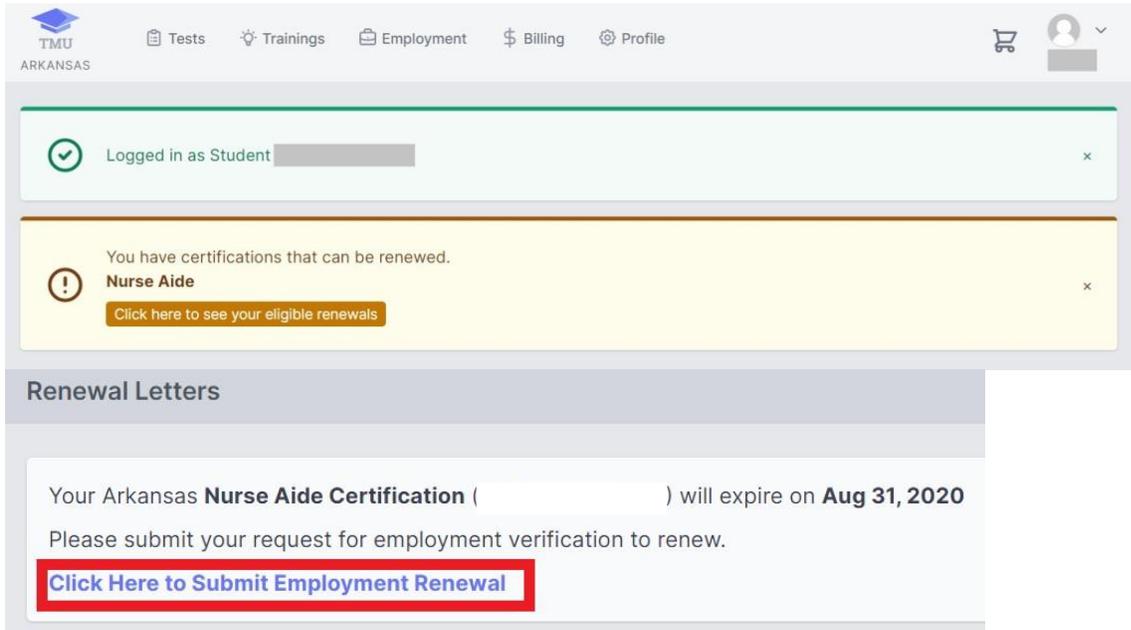
- 1) First you will need to sign into your account on our TMU© website <https://ar.tmuniverse.com/>
Once on the site, you will click "Sign In" which is displayed in the top right-hand corner.



- 2) Now you will click on the "Forgot Your Password" at the bottom. This will allow you to send yourself a password reset link. Open the email that was sent to you and click on the link inside the email. You will be asked to create a password for your account. Once you create a password for your account, you will be signed in to your record.



- 3) 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 submit Employment Renewal” If this does not show, click the “employment” button at the top of the page, it will take you to the same page.



The screenshot shows the top navigation bar of the TMU Arkansas system with icons for Tests, Trainings, Employment, Billing, and Profile. Below the navigation bar, there is a green notification bar stating "Logged in as Student" and a yellow notification bar with an exclamation mark icon stating "You have certifications that can be renewed. Nurse Aide" with a button that says "Click here to see your eligible renewals". Below these notifications is a section titled "Renewal Letters" containing a message: "Your Arkansas Nurse Aide Certification () will expire on Aug 31, 2020. Please submit your request for employment verification to renew." A blue button with the text "Click Here to Submit Employment Renewal" is highlighted with a red border.

- 4) On this page you will ignore the “No Employment History” as that is what you will be adding. Click the “Add Employment”.



The screenshot shows the "Employment" section of the interface. It contains a grey box with the text "No employment history". At the bottom right of this section, there is a blue button with the text "Add Employment" highlighted with a red border.

- 5) You will now enter in the following information.
- Certification:* You will select “Nurse Aide”
 - Employer:* Select “**Private Duty (EMP)**”
 - Start:* This is your first day working at your private duty job.
 - *be sure to use the calendar
 - *if you are unsure, pick a date to the best of your knowledge
 - End:* Last day working at your private duty job
 - *if you are still working at your job, you can leave this blank
- Click “Create”

CERTIFICATION * EMPLOYER *

Select Certification Select Employer

START * END

Create

6) After you Click “Create” The following information will show on your Employment screen.

STUDENT	EMPLOYER	START	STATUS	VERIFIED
Your Name Here	Your Employer Here	Your Start Date Here	Pending	 

7) Your final step will be to attach a copy of a **pay stub, W-2 or 1099** from your Private Duty employer to the Private Duty PDF Filler renewal form 9112 AR found on the Arkansas page at www.hdmaster.com. You will not be renewed until a pay stub or W-2 or 1099 from your private duty employer is attached and submitted.

Your portion of the renewal is now done. Once the information submitted is verified your renewal status will change from “pending” to “approved” and you will be renewed on the registry. You can check to see when you have been renewed on the public registry (also shows under “Your Certifications” in your account). It will show a new expiration date once you have been renewed.

Let us know if there is anything else we can help you with. We can be reached Monday-Friday 7am-7pm (CST) at (888)401-0465.

***Please note; we are a paperless company. We will not send out renewal notices via paper mail or new license cards. If you want renewal notices to arrive via email or SMS text message please make sure you have a current phone number (that receives texts) and email in your TMU record**