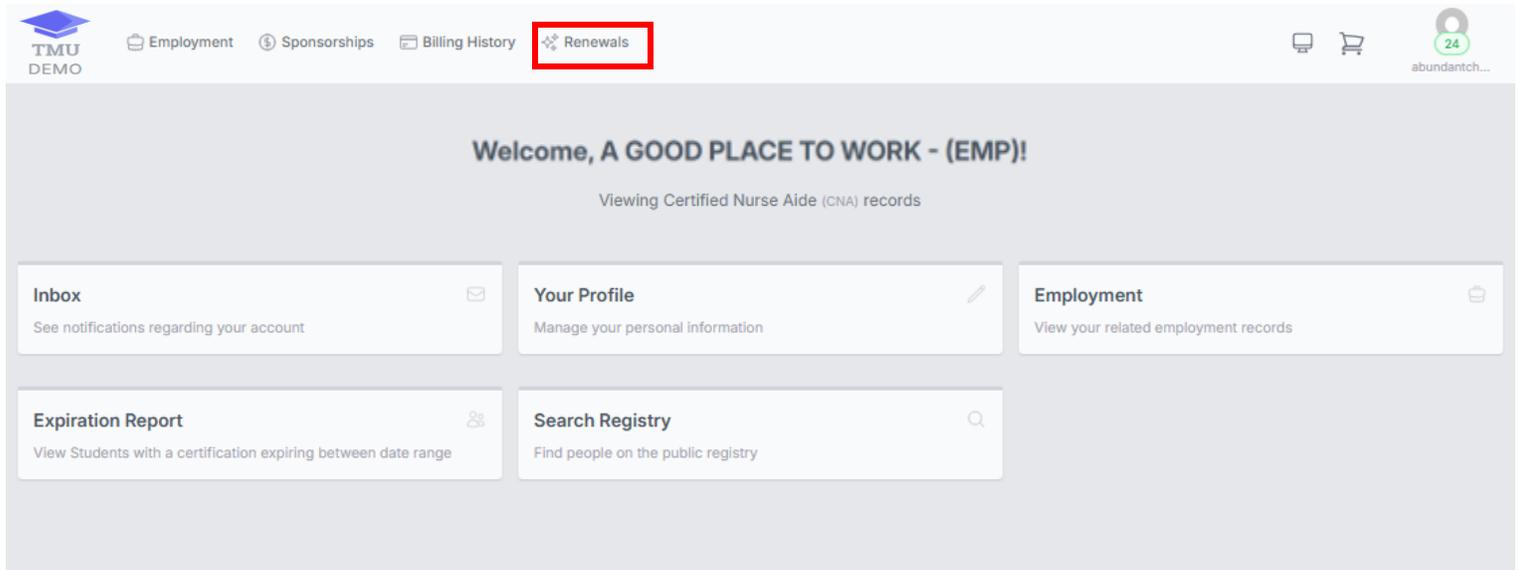


EMPLOYER

How to Renew Employee Certifications in TMU©

Sign in to your **Employer** record in your state's TMU© database using your Employer Email or Username and Password.

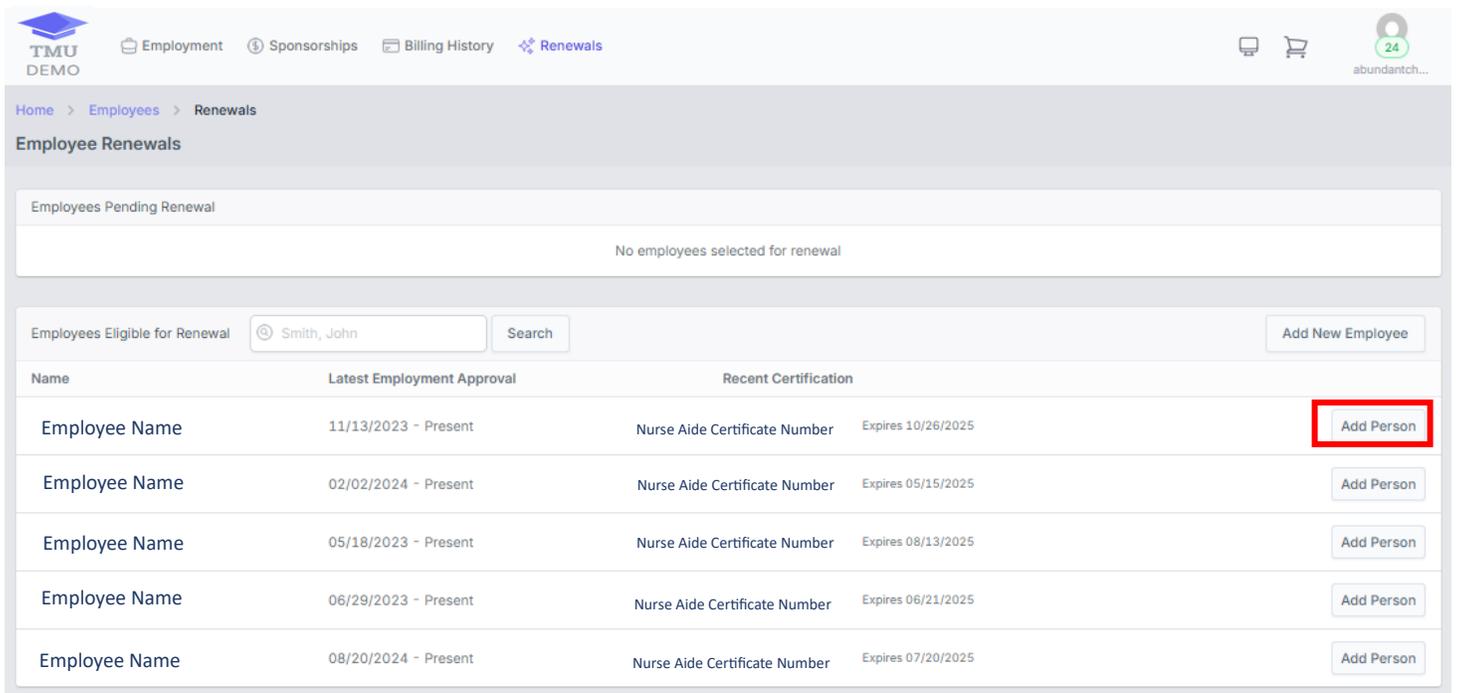
Click on **Renewals**:



The screenshot shows the TMU DEMO dashboard. The top navigation bar includes links for Employment, Sponsorships, Billing History, and Renewals (highlighted with a red box). The main content area displays a welcome message: "Welcome, A GOOD PLACE TO WORK - (EMP!) Viewing Certified Nurse Aide (CNA) records". Below this are five cards: "Inbox" (See notifications regarding your account), "Your Profile" (Manage your personal information), "Employment" (View your related employment records), "Expiration Report" (View Students with a certification expiring between date range), and "Search Registry" (Find people on the public registry).

All employees that have previously been renewed by you will be listed as eligible for renewal. If you need to renew an employee who has not been renewed by you before, you will have the option to search for them.

To renew a preexisting employee, you will find them on the list and click on **Add Person**



The screenshot shows the "Employee Renewals" page in the TMU DEMO system. The page title is "Employee Renewals" and the breadcrumb is "Home > Employees > Renewals". There are two main sections: "Employees Pending Renewal" (which is empty, showing "No employees selected for renewal") and "Employees Eligible for Renewal". The "Employees Eligible for Renewal" section has a search bar with "Smith, John" entered and a "Search" button. Below the search bar is a table with columns for "Name", "Latest Employment Approval", and "Recent Certification". The table lists five employees, each with an "Add Person" button next to their name. The "Add Person" button for the first employee is highlighted with a red box.

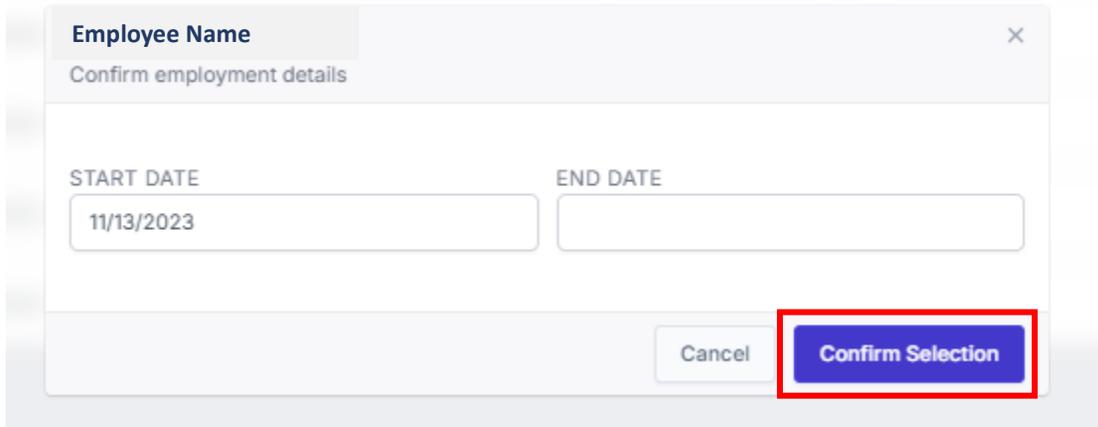
Name	Latest Employment Approval	Recent Certification	
Employee Name	11/13/2023 - Present	Nurse Aide Certificate Number Expires 10/26/2025	Add Person
Employee Name	02/02/2024 - Present	Nurse Aide Certificate Number Expires 05/15/2025	Add Person
Employee Name	05/18/2023 - Present	Nurse Aide Certificate Number Expires 08/13/2025	Add Person
Employee Name	06/29/2023 - Present	Nurse Aide Certificate Number Expires 06/21/2025	Add Person
Employee Name	08/20/2024 - Present	Nurse Aide Certificate Number Expires 07/20/2025	Add Person

EMPLOYER

How to Renew Employee Certifications in TMU©

You will need to confirm their employment details. Once you have confirmed the dates, you will click **Confirm Selection**.

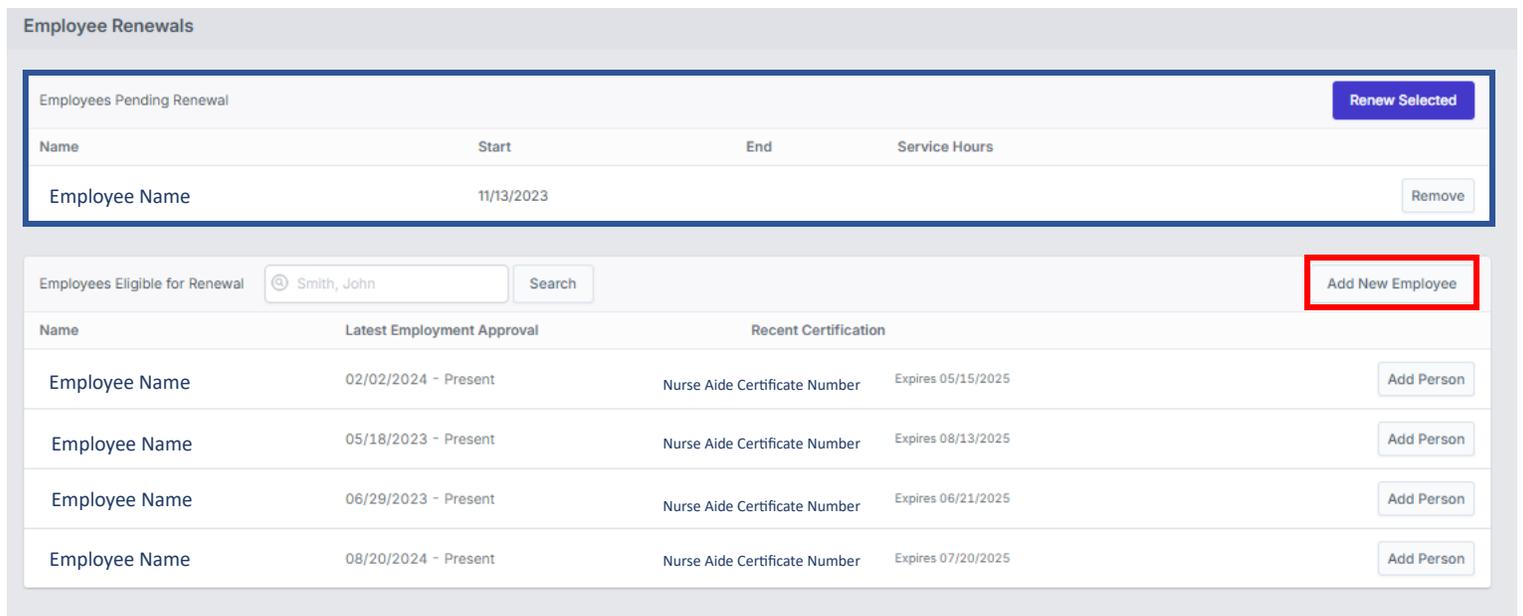
NOTE: *If the employee still works for you, you can leave the END DATE blank.*



A modal window titled "Employee Name" with a close button (X) in the top right corner. Below the title is the subtitle "Confirm employment details". The form contains two input fields: "START DATE" with the value "11/13/2023" and "END DATE" which is empty. At the bottom right, there are two buttons: "Cancel" and "Confirm Selection", with the latter highlighted by a red rectangular box.

The names of selected employees will now appear under **Employees Pending Renewal**. You can add as many employees as you wish before finalizing the renewal.

If you would like to add an employee that you have not renewed before you will need to click **Add New Employee**.



The "Employee Renewals" dashboard is divided into two main sections. The top section, "Employees Pending Renewal", features a table with columns for Name, Start, End, and Service Hours. One row is visible with "Employee Name" and "11/13/2023". A "Remove" button is at the end of the row, and a "Renew Selected" button is in the top right. The bottom section, "Employees Eligible for Renewal", includes a search bar with "Smith, John" and a "Search" button. An "Add New Employee" button is highlighted with a red box. Below is a table with columns for Name, Latest Employment Approval, and Recent Certification. It lists four employees with their approval dates and certification expiration dates, each with an "Add Person" button.

Name	Latest Employment Approval	Recent Certification
Employee Name	02/02/2024 - Present	Nurse Aide Certificate Number Expires 05/15/2025
Employee Name	05/18/2023 - Present	Nurse Aide Certificate Number Expires 08/13/2025
Employee Name	06/29/2023 - Present	Nurse Aide Certificate Number Expires 06/21/2025
Employee Name	08/20/2024 - Present	Nurse Aide Certificate Number Expires 07/20/2025

EMPLOYER

How to Renew Employee Certifications in TMU©

You can search for the new employee by license number or name (last, first). When you have found the correct employee, you will click **Add Person**.

Add New Employee

Only people eligible for employment-based renewal are shown

Search by license number or name (last, first)

Employee Name Add Person

Nurse Aide Certificate Number

Once you have your complete list of employees to renew, you will click **Renew Selected**.

Employee Renewals			
Employees Pending Renewal			Renew Selected
Name	Start	End	Service Hours
Employee Name	07/18/2024		Remove
Employee Name	04/15/2024		Remove

EMPLOYER

How to Renew Employee Certifications in TMU©

If your state has a renewal fee you will pay that here. Otherwise, you will verify that the employees have worked at least 8 hours within their 24-month eligibility period and click **Finish** or **Finish & Pay**.

Renew via Employment ×

CARDHOLDER NAME *

CARD NUMBER *

EXP MONTH * EXP YEAR * SECURITY CODE *
Select Month Select Year

CARDHOLDER ADDRESS *

CITY * STATE * ZIP CODE *

Employee Name	Employed 01/01/2023 - Present
Employee Name	Employed 10/01/2022 - Present

I verify that **each of these employees** have worked or contracted at least **8.00** hours within their 24-month eligibility period listed above.

Paying **\$40.00** for 2 employee renewals

You will receive the message below:

→ The employee will be renewed for two years.

Home > Employment

A GOOD PLACE TO WORK - (EMP) Active Active Archived

i Issued Certification Renewal by Employment
Approved employment ×

Employment Renewals

No employment history

If you need assistance or have any questions, please call D&SDT-HEADMASTER at (888) 401-0465.