

MISSOURI: HOW TO RENEW AND PRINT 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 D&SDT-Headmaster's Missouri webpage at www.hdmaster.com). 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 icons 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. At the top, it says "Home > Renewal Letters". Below that is the heading "Renewal Letters". A notification card contains the following text: "Certified Nurse Aide Certification #FAKE123", "Your Certified Nurse Aide Certification became inactive on Dec 31, 2022", and "Please submit your request for employment verification to renew." At the bottom of the card is a red button with the text "Click here to submit Employment Renewal".

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

The screenshot shows the 'Employment' section of the TMU© portal. At the top, there is a navigation bar with 'TMU©', 'Tests', 'Trainings', 'Employment', 'Billing', 'Downloads', and 'Profile'. Below this is the 'Employment History' section, which includes a table of 'Employment Renewals'. The table has columns for 'EMPLOYER', 'DATE OF HIRE', 'STATUS', and 'VERIFIED'. One entry is shown for 'SPRING CREEK Health & Rehab, (EMP)' with a date of '07/04/2020' and a status of 'Approved'.

Below the table is a button labeled 'Add Employment Renewal'. A callout box points to this button with the text: 'Click 'ADD EMPLOYMENT RENEWAL''. Below the button is the 'Employment' form. The form has several fields: 'CERTIFICATION *' (with a dropdown menu showing 'Certified Nurse Aide'), 'EMPLOYER *' (with a dropdown menu showing 'Select Employer'), 'START *' (text input), 'END' (text input), and 'HOURS WORKED *' (text input). A callout box points to these fields with the text: 'Enter the following required information:'. The callout lists: '• 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', and '• For Hours Worked enter at least 8 hours'. Below the form is a section for 'UPLOAD DOCUMENTS *'. It contains a 'Choose Files' button and a note 'No file chosen'. A callout box points to this section with the text: 'UPLOADING YOUR REQUIRED PROOF OF HOURS WORKED DOCUMENT(S)'. The callout text says: 'Click 'Choose Files' to select your verification documents' and 'Click 'Add File''. Below the upload section is a 'Create' button. A callout box points to this button with the text: '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.'

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 *
Certified Nurse Aide

EMPLOYER *
Thoughtful Care

START * 11/30/2022 END

HOURS WORKED *
8

[Click here to review the accepted renewal documents](#)

UPLOAD DOCUMENTS *
Choose Files No file chosen

Add File

Choose 'Pay with a Credit Card'

Pay with a Credit Card
You pay the fee yourself
The renewal fee is \$20.00

Sponsor Payment
Your employer pays the fee for you

Enter your Credit Card information and then click 'Pay Now'

CARDHOLDER NAME *
CARD NUMBER *
EXP MONTH * Select Month EXP YEAR * Select Year SECURITY CODE *
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 \$20.00 to continue with certification renewal. The renewal fee is non-refundable.

Pay Now

UPLOADING YOUR REQUIRED PROOF OF HOURS WORKED DOCUMENT(S)

Click 'Choose Files' to select your verification documents

Click 'Add File'

Choose 'Pay with a Credit Card'

Enter your Credit Card information and then click 'Pay Now'

Pay Now

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After paying the renewal fee, you will get a message that you have **'successfully created employment'**, and the **'Status'** of your request will be **'Approved'**. You can view this section of your record to check the status or by finding yourself on the public registry.

The screenshot shows 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 displayed. It contains a table with the following data:

EMPLOYER	DATE OF HIRE	HOURS	DOCUMENTS	STATUS	VERIFIED
Thoughtful Care	07/01/2022	8.00	IMG_3746.jpeg	Approved	

The 'Approved' status in the table is highlighted with a red box. Below the table, there is a blue button with a plus icon and the text '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.

The screenshot shows a web form for certification renewal. The form is titled "Employment" and contains several fields: "CERTIFICATION *" with a dropdown menu showing "Certified Nurse Aide"; "EMPLOYER *" with a dropdown menu showing "Thoughtful Care"; "START *" with a date field containing "07/01/2022"; "END" with an empty date field; and "HOURS WORKED *" with a text field containing "8".

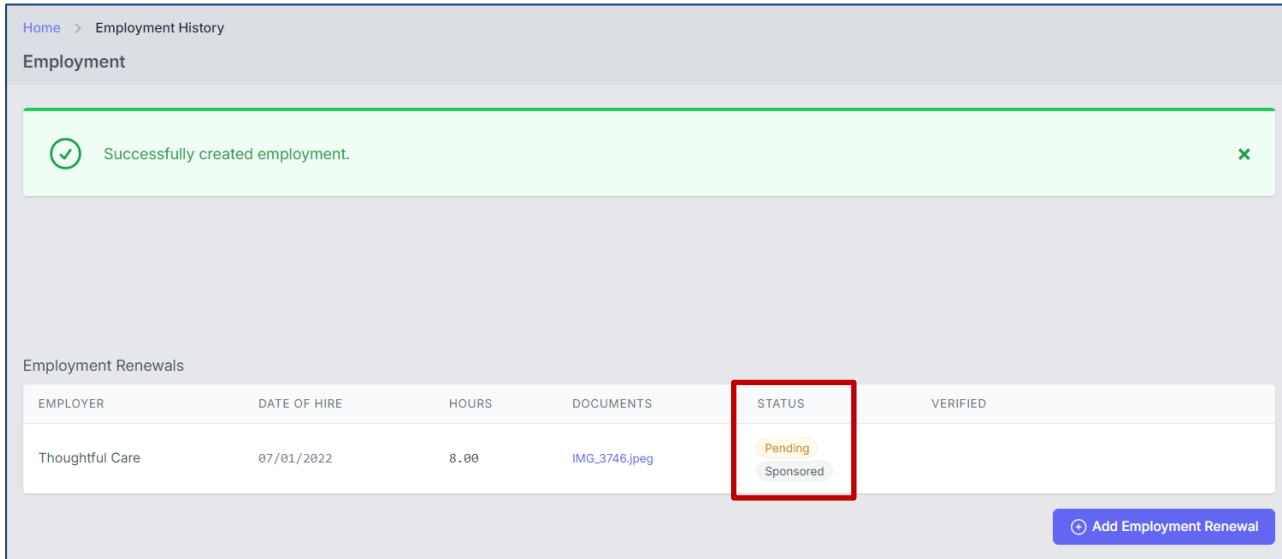
Below these fields is a section for "UPLOAD DOCUMENTS *". It includes a "Choose Files" button, the text "No file chosen", and an "Add File" button. A blue callout box points to the "Choose Files" button with the text: "UPLOADING YOUR REQUIRED PROOF OF HOURS WORKED DOCUMENT(S) Click 'Choose Files' to select your verification documents Click 'Add File'".

At the bottom, there are two payment options: "Pay with a Credit Card" (You pay the fee yourself, The renewal fee is \$20.00) and "Sponsor Payment" (Your employer pays the fee for you, checked with a blue checkmark). A blue callout box points to the "Sponsor Payment" option with the text: "Choose 'Sponsor Payment' Click 'Create'".

Below the payment options is a disclaimer: "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 \$20.00 before your renewal is issued." A blue "Create" button is located at the bottom right, with a red callout box pointing to it.

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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 a close button (X) states 'Successfully created employment.' Below the notification, the 'Employment Renewals' section contains a table with the following data:

EMPLOYER	DATE OF HIRE	HOURS	DOCUMENTS	STATUS	VERIFIED
Thoughtful Care	07/01/2022	8.00	IMG_3746.jpeg	Pending Sponsored	


At the bottom right of the table area, there is a blue button with a plus icon and the text 'Add Employment Renewal'.

PRINTING YOUR CERTIFICATION:

Click on [Print Certificate](#)



Testing



Your Profile

Your Certifications

NAME	SOURCE	LICENSE	CERTIFIED	EXPIRES	
Certified Nurse Aide	Employment	00000	01/01/2023	01/01/2025	Print Certificate

