

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

Begin by signing into your TMU© account at nm.tmutest.com.

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:

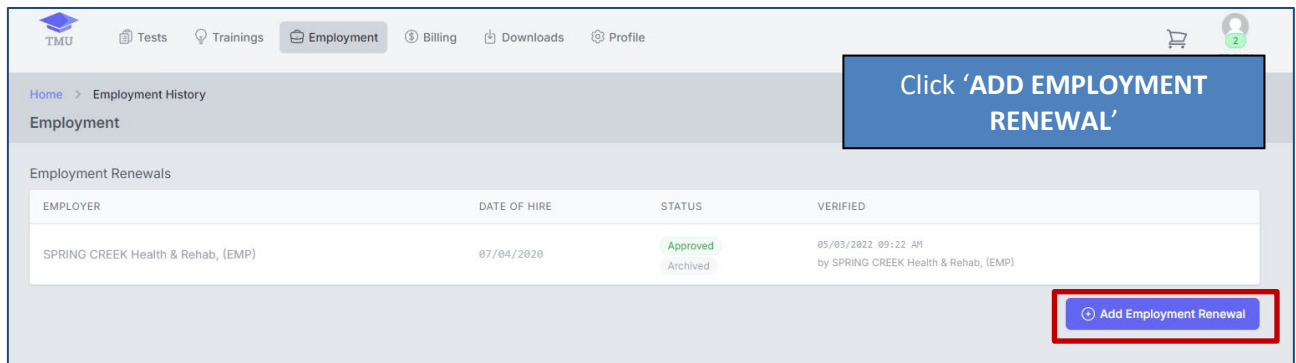
NAME	SOURCE	LICENSE	CERTIFIED	EXPIRES
Certified Nurse Aide	Initial	FAKE123	11/30/2022	12/31/2022

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 "Home > Renewal Letters" and a title "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." Below the notification is a red-bordered button with the text "Click here to submit Employment Renewal".

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

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

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 three 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.
- **New Mexico Health Care Authority Funded Facility:** there is no renewal fee.

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

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.

The screenshot shows a web form for certification renewal. At the top, the 'Employment' section contains dropdown menus for 'CERTIFICATION *' (set to 'Certified Nurse Aide') and 'EMPLOYER *' (set to 'Thoughtful Care'). Below these are input fields for 'START *' (07/01/2022) and 'END'. The 'UPLOAD DOCUMENTS' section has a 'Choose File' button and 'No file chosen' text. A blue callout box points to the 'Choose File' button with the text 'Choose 'Pay with a Credit Card''. Below this, two radio button options are shown: 'Pay with a Credit Card' (selected, with a blue checkmark) and 'Sponsor Payment'. The 'Pay with a Credit Card' option includes the text 'Pay the fee yourself' and 'The renewal fee is \$25.00'. The 'Sponsor Payment' option includes 'Your employer pays the fee for you'. A large blue callout box with a red border points to the credit card fields with the text 'Enter your Credit Card information and then click 'Pay Now''. The credit card fields include: 'CARDHOLDER NAME *', 'CARD NUMBER *', 'EXP MONTH *' (Select Month), 'EXP YEAR *' (Select Year), 'SECURITY CODE *', 'CARDHOLDER ADDRESS *', 'CITY *', 'STATE *', and 'ZIP CODE *'. At the bottom, a blue 'Pay Now' button is highlighted with a red box. Below the button, there is a disclaimer: '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.'

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

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 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 as a table. The table has columns for EMPLOYER, DATE OF HIRE, HOURS, DOCUMENTS, STATUS, and VERIFIED. A red box highlights the 'STATUS' and 'VERIFIED' columns for the first row. The 'STATUS' cell contains 'Pending' and the 'VERIFIED' cell contains 'Pending Verification'. To the right of the table row are edit and delete icons. At the bottom right of the table area is a blue button labeled 'Add Employment Renewal'.

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

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

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

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.

NEW MEXICO NURSE AIDE: HOW TO RENEW YOUR CERTIFICATION IN TMU©

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.

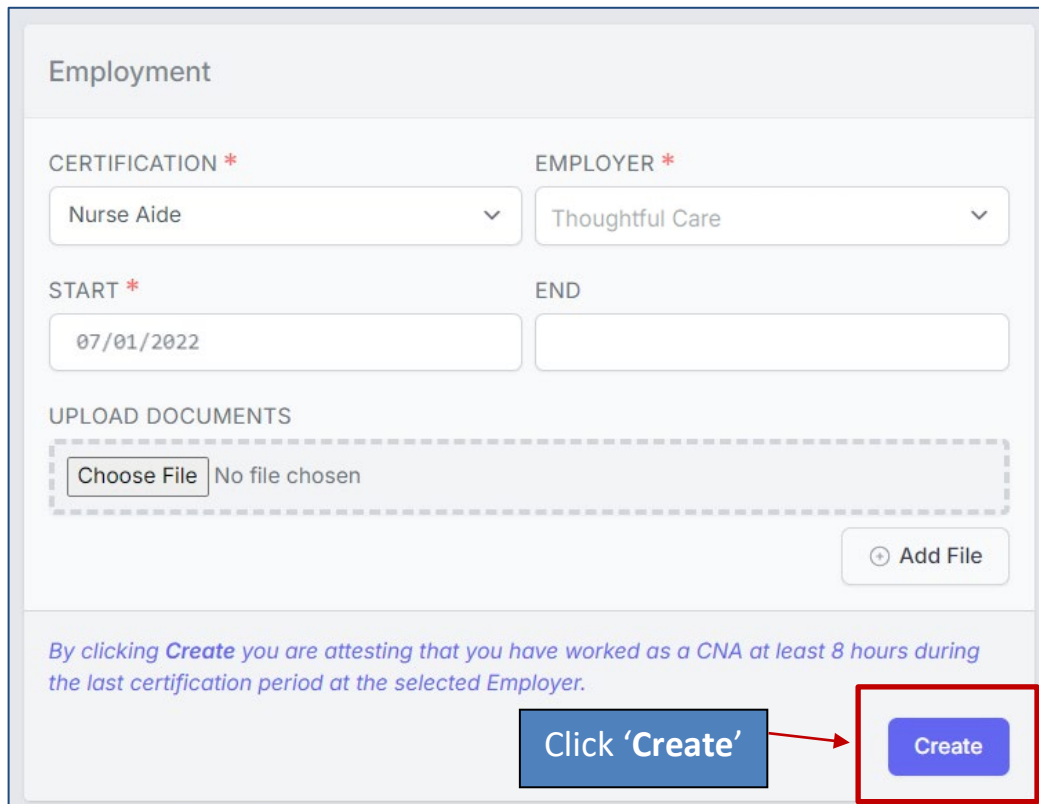
The screenshot displays the 'Employment History' page. At the top, there is a breadcrumb trail: 'Home > Employment History'. Below this, the page title is 'Employment'. A green notification banner at the top left contains a checkmark icon and the text 'Successfully created employment.' with a close button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

NEW MEXICO HEALTH CARE AUTHORITY FUNDED FACILITY: *There is no renewal fee.*

If your Employer is a state-funded facility, when you choose your state-funded 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

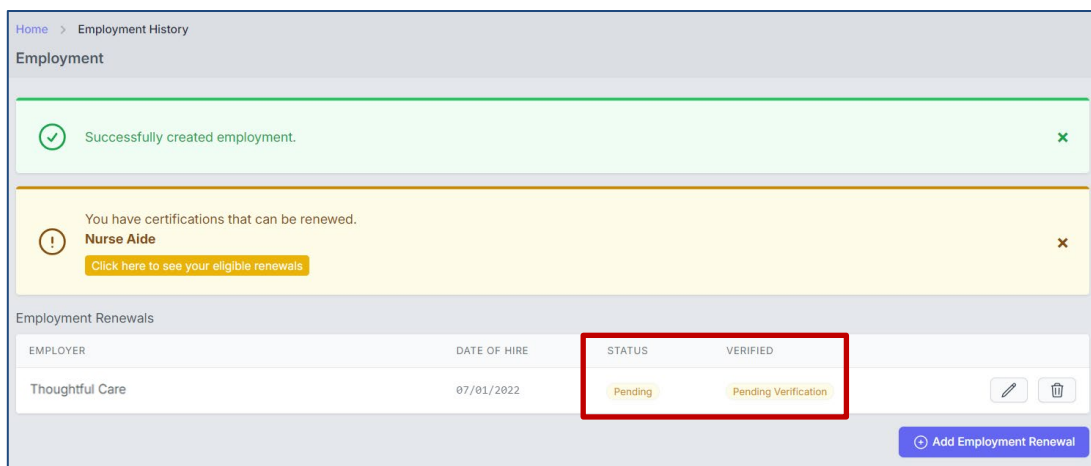
Choose File No file chosen

Add File

*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.*

Click 'Create' → **Create**

After clicking **Create**, 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.



Home > Employment History

Employment

Successfully created employment.

You have certifications that can be renewed.
Nurse Aide
[Click here to see your eligible renewals](#)

Employment Renewals

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

Add Employment Renewal