MISSOURI: HOW TO RENEW 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.

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.**"

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

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.

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

UPLOADING YOUR REQUIRED PROOF OF HOURS WORKED DOCUMENT(S)

Click '**Choose Files**' to select your verification documents

Click '**Add File**'

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

CARDHOLDER NAME *

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

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

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.

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 *

Certified Nurse Aide

EMPLOYER *

Thoughtful Care

START *   END

07/01/2022

UPLOADING YOUR REQUIRED PROOF OF HOURS WORKED DOCUMENT(S)

Click '**Choose Files**' to select your verification documents

Click '**Add File**'

HOURS WORKED *

8

Click here to review the accepted renewal documents

UPLOAD DOCUMENTS *

Choose Files   No file chosen

⊕ Add File

Pay with a Credit Card
You pay the fee yourself

The renewal fee is $20.00

Choose '*Sponsor Payment*'

Click '*Create*'

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 $20.00 before your renewal is issued.

Create

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.