



HOW TO SCHEDULE OR RESCHEDULE A TEST EVENT

(AFTER YOUR TESTING FEES HAVE BEEN PAID)



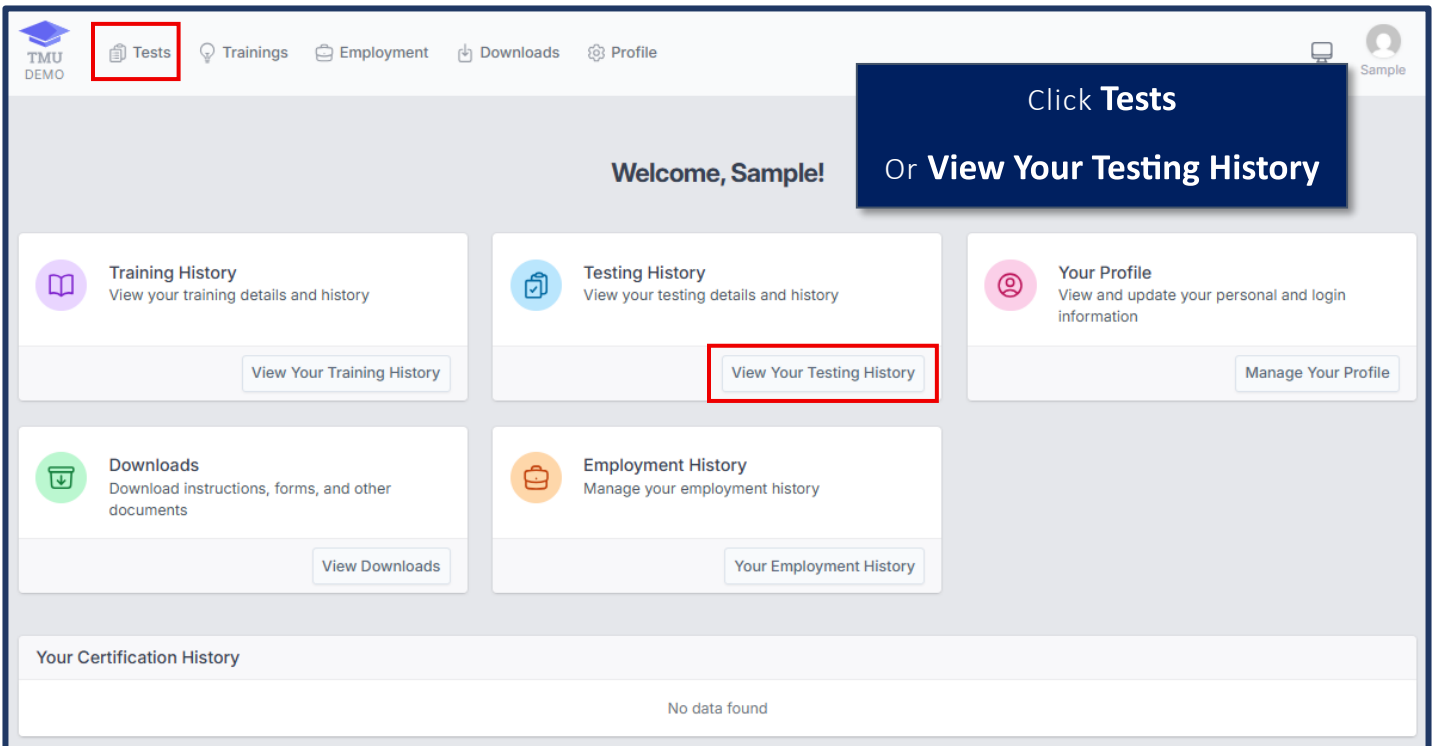
NOTE: Your testing fees have to be paid before you can schedule a test event. Please see instructions in your state’s Candidate Handbook on how to self-pay your testing fees. Some programs/facilities may pre-pay their candidates’ testing fees; please check with your program to see if this is the case before self-paying your testing fees.

These instructions are the same for Medication Aide/Assistant and other testing (example: Caregiver and Manager, etc).

Sign in to your TMU© account using your **Email** or **User ID** and **Password**.

If you don’t remember your Password, please see the ‘Forgot Your Password and Reset Your Account Instructions’ in your state’s candidate handbook, or under the How To Guides for Candidates on your state’s web page at www.hdmaster.com, then click on your state.

This is an example of the main candidate screen:





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You will see which tests you are **eligible** to schedule for (this list is just an example, and your state may not show all of these options).

Click on **SCHEDULE** to the right of the component you are showing eligible to schedule for. The instructions are the same for any component (example is for Nurse Aide knowledge or skills).

The screenshot shows a user interface for a candidate portal. At the top, there are navigation tabs: Tests, Trainings, Employment, Downloads, and Profile. A dark blue callout box with white text says "Click **Schedule** To the right of the eligible component you wish to schedule." Below this is a table titled "Your Tests" with columns for Exam, Status, and Reason. Two rows are highlighted with a red border: "Nurse Aide Knowledge" with a green "Eligible" status and a "Schedule" button, and "Nurse Aide Skill" with a green "Eligible" status and a "Schedule" button. Other rows include "Medication Aide Knowledge", "Chinese Translation Knowledge", "MAP knowledge test Knowledge", "Medication Aide Skill", and "MAP S Skill", all with "Not Eligible" status and reasons for ineligibility.

Exam	Status	Reason
Nurse Aide Knowledge	Eligible	
Medication Aide Knowledge	Not Eligible	Missing required Training Medication Aide
Chinese Translation Knowledge	Not Eligible	Missing required Training
MAP knowledge test Knowledge	Not Eligible	Missing required Training Medication Administration Program
Nurse Aide Skill	Eligible	
Medication Aide Skill	Not Eligible	Missing required Training Medication Aide
MAP S Skill	Not Eligible	Missing required Training Medication Administration Program

All test events you are **eligible to schedule** will show up. Click **SCHEDULE** to the right of the test site, date, and time you wish to test.



CANDIDATE INSTRUCTIONS

HOW TO SCHEDULE OR RESCHEDULE A TEST EVENT

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→ Follow the same directions to schedule into your Skills Exam test event as shown.

This is an example of Knowledge Test Events:

Home > Tests > Find Event

Find Event NURSE AIDE

Directions: Click on a marker to show upcoming events for that location.

Hide Map

TEST DATE	TEST SITE	SCHEDULING FOR
08/27/2025 12:00 PM EDT	Fantastic Test Site (TS) Findlay, OH	K Nurse Aide

Schedule

And an example of Skill Test events:

Home > Tests > Find Event

Find Event NURSE AIDE

Directions: Click on a marker to show upcoming events for that location.

Hide Map

TEST DATE	TEST SITE	SCHEDULING FOR
08/27/2025 12:00 PM EDT	Fantastic Test Site (TS) Findlay, OH Scheduled in Event	S Nurse Aide

Schedule

You will get this pop-up message. Click **OK** to confirm you want to schedule into these test events:

demo.tmu.dev.com says

Schedule into this Event on 08/27/2025 for Nurse Aide Knowledge.
Are you sure?

OK

Cancel

demo.tmu.dev.com says

Schedule into this Event on 08/27/2025 for Nurse Aide Skill. Are you sure?

OK

Cancel

To confirm this is the site and date you want to schedule for a knowledge exam and for a skills test, click **OK**

Under **SCHEDULING**, you will get a message that you are scheduled. It will show you are **NOT ELIGIBLE** for your Nurse Aide Knowledge or Skills and the **REASON** is that you are **ALREADY SCHEDULED**.

Home > Test History

Your Tests

✔ Student Student, Sample scheduled into Knowledge for Nurse Aide. ✕

Scheduling		
Exam	Status	Reason
Nurse Aide Knowledge	Not Eligible	Already Scheduled

Home > Test History

Your Tests

✔ Student Student, Sample scheduled into Skill for Nurse Aide. ✕

Scheduling		
Exam	Status	Reason
Nurse Aide Skill	Not Eligible	Already Scheduled



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Under **TESTING HISTORY**, are the details of where and when you are scheduled. Click on **TEST CONFIRMATION PAGE** to view your Test Confirmation with important information regarding testing.

Testing History	Test Date	Exam	Test Site	Status	Actions
	08/27/2025 12:00 PM MDT	Nurse Aide Knowledge	Fantastic Test Site (TS) Findlay, OH	Scheduled	Actions ▾
	08/27/2025 12:00 PM MDT	Nurse Aide Skill	Fantastic Test Site (TS) Findlay, OH	Scheduled	Actions ▾

Test Confirmation Page

Reschedule

Get Map

Click **ACTIONS** and select **TEST CONFIRMATION PAGE** to see your test confirmation with important reminders for testing.

IMPORTANT REMINDER: It is important that you read your Test Confirmation. It will direct you to refer to your state’s Candidate Handbook for important information regarding testing and test day. Failure to read your state’s Candidate Handbook could cause you to not be allowed to test, forfeit your testing fees, and have to pay for a test date for not adhering to testing policies.

Example Test Confirmation letter:

Test Confirmation Letter

Scheduled Test Confirmation - Demo Nurse Aide

[Get Map](#)
[Print Page](#)

Test Date: 01/08/2024
Test Time: 8:00 AM MST
Test Exam: Knowledge - Nurse Aide
Test Site: Fantastic Test Site (TS)
 123 6 st
 memphis, TN 12543

Jelly Bean
 78910 Candy Lane
 Bend, OR 87654

- TESTING BEGINS AT 8:30 AM PST ON 12/29/2023: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK-IN
- If you are unable to access your account, go to <https://tmutest.com>, click on 'Forgot Password', enter your email, click on 'Send Reset Password Link' and follow the instructions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Nurse Aide Competency Exam** section of the **Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

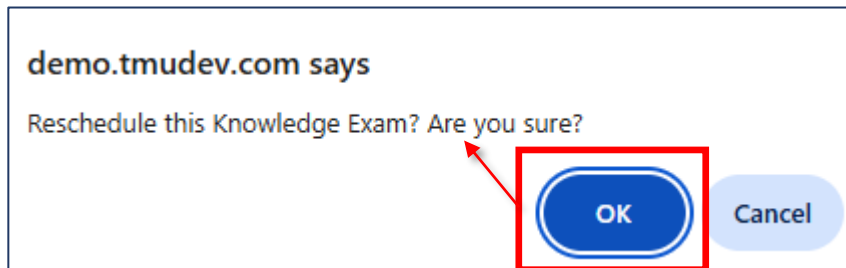
[Click to open the Candidate Handbook](#)

If you need to reschedule your test event, please refer to your state’s Candidate Handbook for reschedule requirements to make sure you are within your state’s required time frame to reschedule.

If you are within your state’s time frame to reschedule, under **ACTIONS**, click **RESCHEDULE**.

Test Date	Exam	Test Site	Status	
08/27/2025 12:00 PM MDT	Nurse Aide Knowledge	Fantastic Test Site (TS) Findlay, OH	Scheduled	Actions
08/27/2025 12:00 PM MDT	Nurse Aide Skill	Fantastic Test Site (TS) Findlay, OH	Scheduled	Test Confirmation Page Reschedule Get Map

You will get this pop-up. Click **OK** to confirm your wish to **RESCHEDULE** your exam.



After clicking **OK** in the pop-up, you will get this message confirming you have been **RESCHEDULED** out of the test event, and dates available for you to schedule will show up if you wish to schedule a different test date at that time.

Please see the next page.



CANDIDATE INSTRUCTIONS
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Home > Tests > Find Event

Find Event NURSE AIDE

✓ Student **Sample Student** rescheduled out of Knowledge Exam **Nurse Aide**. ✕

! Student has other tests scheduled in Event #476 that are not corequired. These attempts have not been rescheduled. Please reschedule these if necessary. ✕

Directions: Click on a marker to show upcoming events for that location.

Hide Map

Map Satellite

Available location Selected location Your address

TEST DATE	TEST SITE	SCHEDULING FOR	
08/27/2025 12:00 PM MDT	Fantastic Test Site (TS) Findlay, OH Scheduled in Event	K Nurse Aide	Schedule
08/16/2025 8:45 AM PDT	Fantastic Test Site (TS) Findlay, OH	S Certified Nurse Aide	Schedule

NOTE: Please refer to your state’s Candidate Handbook for more detailed information and instructions. All Candidate Handbooks can be found on the D&SDT-HEADMASTER main webpage at www.hdmaster.com, then click on your state, or in your TMU© account under the Downloads Tab.

If you have questions or need assistance, please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, excluding holidays.