

In-Facility Testing Two-Server System: Enrolling Students

MINNESOTA NURSE AIDE REGISTRY

This document identifies the steps for an in-facility test site training program to follow when enrolling a nurse aide student in the two-server system. These steps are done in the Headmaster TestMaster Universe (TMU) system. You can find instructions for logging into and using TMU on the [Headmaster D&S - Minnesota Nurse Aide website \(https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm\)](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm).

Enrolling Students in a Server

Training programs must enroll students in one of the two servers in TMU within 48 hours of the students starting a training program. Which server the student is enrolled in is a matter of sponsor/employer preference, or student preference for students who do not have a sponsor/employer.

Students who plan to test at and in facility test site should be enrolled in the In-Facility Server. Students who wish to test at a Minnesota State test site should be enrolled in the Minnesota State server.

- [Minnesota In-Facility TMU© Login \(http://mr.tmutest.com/\)](http://mr.tmutest.com/)
- [Minnesota TMU© MN State Login \(http://mn.tmutest.com/\)](http://mn.tmutest.com/)

Enrolling Challenge Candidates in a Server

Challenge candidates will contact Headmaster, who will enroll the candidate in the In-Facility server on TMU. If a candidate prefers to challenge the nurse aide test at a Minnesota state test site, the candidate needs to contact the Minnesota State test site, and the test site will enter the candidate into the Minnesota State server.

Enrollment Errors and Transferring Students Between Servers

Students may need to transfer between servers in order to access increased testing opportunities in their area, or have the opportunity to test sooner. If a student was mistakenly enrolled in the wrong server, the training program instructor should contact Headmaster immediately.

Students may only transfer between servers if a student does not have a test history. Students with a test history include those who have at least one nurse aide test attempt, or are scheduled for their first test attempt.

To transfer a student between servers, the training program instructor should contact Headmaster by email or phone.

- Email minnesota@hdmaster.com; use subject line “In-Facility Testing” when sending emails related to in-facility testing and/or two-server system.
- 1-800-393-8664: Inform Headmaster customer service team that call is related to the two-server system .

Headmaster will archive the student record in the server the student is transferring out of. The training program will re-enroll student in the server they are transferring to.

NAR IN-FACILITY TWO-SERVER SYSTEM: ENROLLING STUDENTS

Minnesota Department of Health
Health Regulation Division
Nurse Aide Registry
P.O. Box 64501
St. Paul, MN 55164-0501
651-215-8705
Health.FPC-NAR@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4200.