

In-Facility Testing Two-Server System: Payment

MINNESOTA NURSE AIDE REGISTRY

This document identifies the steps for students and sponsors to take when paying for nurse aide testing at an in-facility test site. 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).

Options for Payment

Before the student can schedule their test, the test must be paid for, either by the student or by their sponsor. Students without sponsorship must pay for their test with a credit card before scheduling their test.



Sponsors who are paying for a student’s test may pay with either a credit card or with a purchase order. Purchase orders must be approved with Headmaster; see the [In-Facility Testing Two-Server System: Purchase Order Policy \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmupurchaseorder.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmupurchaseorder.pdf).



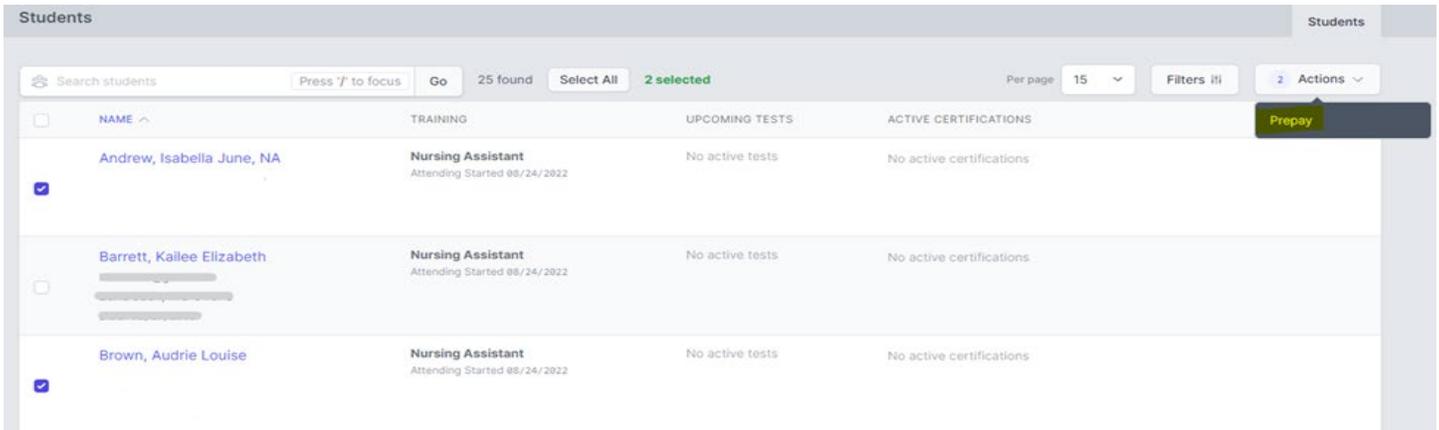
Sponsors who are submitting payment for one or more students should follow the instructions below. See the [In-Facility Testing Two-Server System: Sponsorship Policy \(https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmusponsorship.pdf\)](https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmusponsorship.pdf) for more information.

How to Submit Payment for Testing

In the Headmaster TestMaster Universe system,

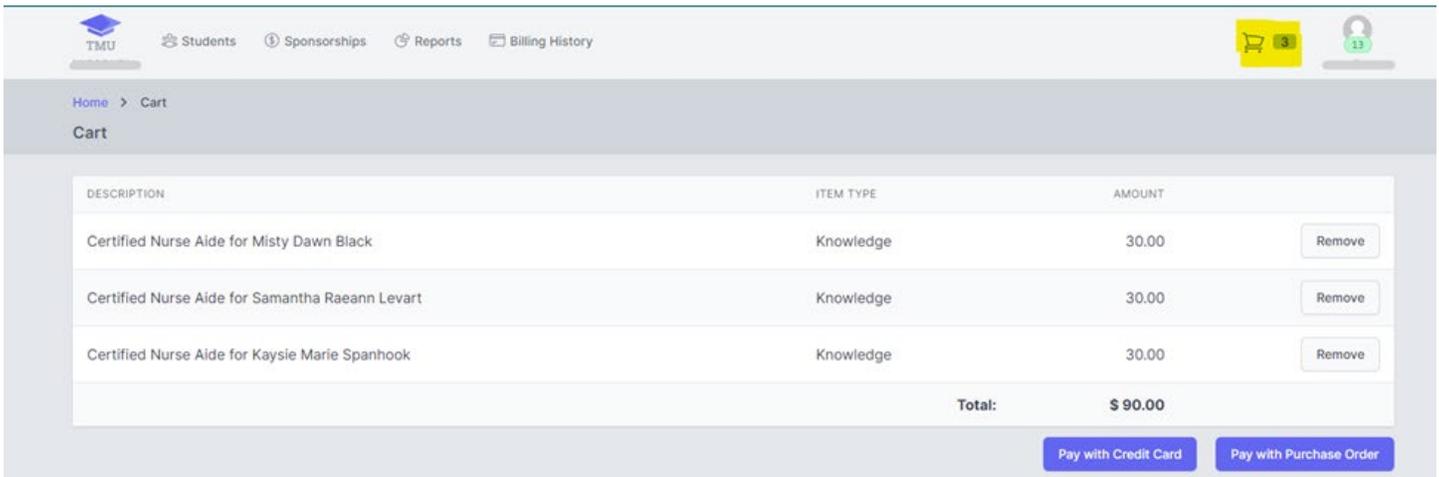
1. Select Students tab
2. Select sponsored students by clicking the checkbox on the left-hand side of their name
3. Select Actions tab in the top right-hand corner of screen

4. Select Pre-Pay



5. Choose payment option, either credit card or purchase.

6. Complete payment



7. Once payment is complete, student will schedule their test in TMU

- a. Payment button in student’s TMU account will be a “Schedule” button after the sponsor pays.

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