DEPARTMENT OF HEALTH

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 <u>Headmaster D&S - Minnesota Nurse Aide website</u> (<u>https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm</u>).

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 <u>In-Facility Testing Two-Server System: Purchase</u> <u>Order Policy</u>

(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) 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

Studen	ts									Students
8 Se	arch students	Press '/' to focus	Go	25 found	Select All	2 selected	Per page	15 ~	Filters III	2 Actions ~
	NAME 🗠		TRAINING	3		UPCOMING TESTS	ACTIVE CERTIFICATIONS			Prepay
0	Andrew, Isabella June, NA		Nursing Attending	Assistant Started 08/24/	2022	No active tests	No active certifications			
	Barrett, Kailee Elizabeth		Nursing Attending	Assistant Started 88/24/	2022	No active tests	No active certifications			
	Brown, Audrie Louise		Nursing Attending	Assistant Started 88/24/	2022	No active tests	No active certifications			

- 5. Choose payment option, either credit card or purchase.
- 6. Complete payment

TMU 🕾 Students 🛞 Sponsorships 🕑 Reports 🖂 Billing History			
Home > Cart			
Cart			
DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Misty Dawn Black	Knowledge	30.00	Remove
Certified Nurse Aide for Samantha Raeann Levart	Knowledge	30.00	Remove
Certified Nurse Aide for Kaysie Marie Spanhook	Knowledge	30.00	Remove
	Total:	\$ 90.00	
		Pay with Credit Card	Pay with Purchase Ord

- 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.

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

06/27/2023

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