

# In-Facility Testing Two-Server System: Sponsorship

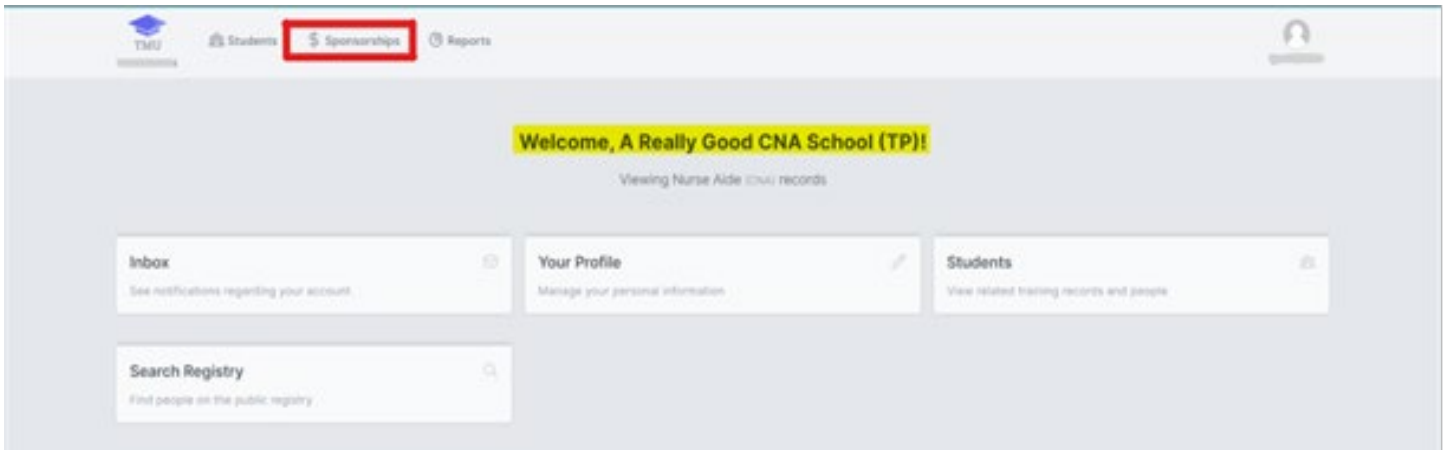
## MINNESOTA NURSE AIDE REGISTRY

This document identifies the steps for an in-facility test site training program to follow when a facility wants to sponsor or pay for a student’s test attempt(s). 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).

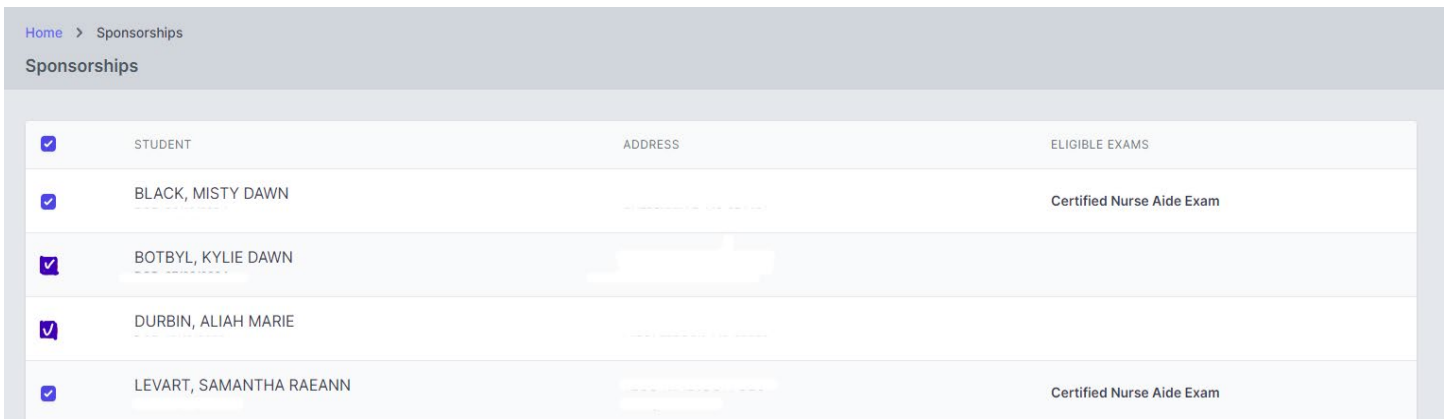
**Sponsorship** is when a facility pays for one or more test attempts on behalf of a student.

### Submitting Payment for Sponsored Students

1. Sponsor Facility (SF) logs in to TMU account.
2. Select the Sponsorship tab in the top left-hand corner of the screen.
  - a. Sponsor facility program may show (SF) instead of (TP) to the right of name.



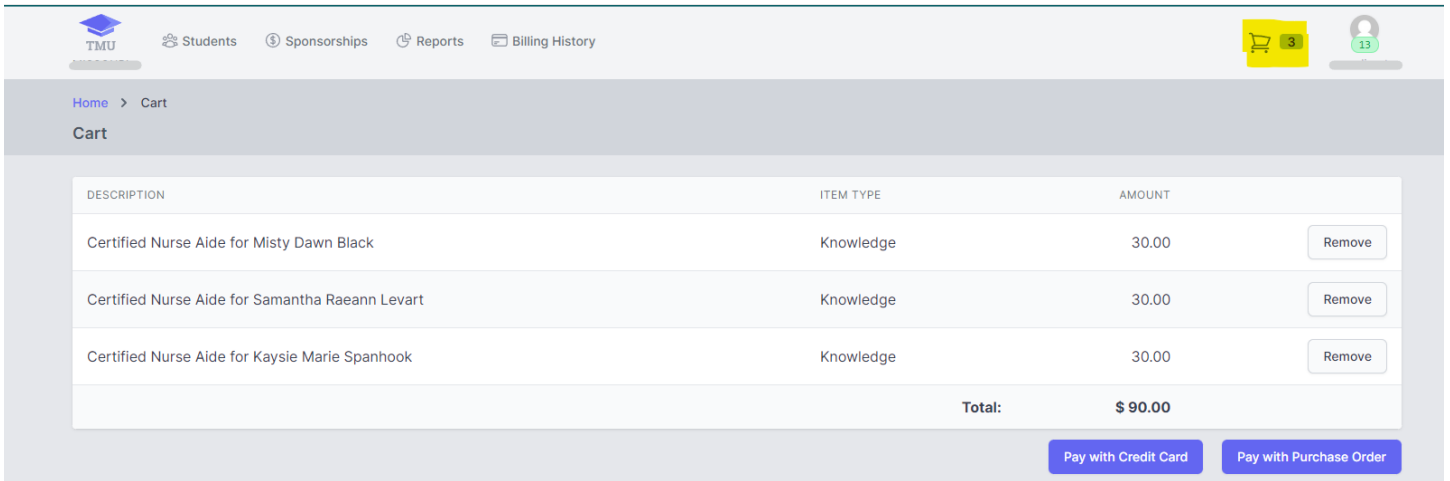
3. Select sponsored students by clicking the checkbox on the left-hand side of their name
  - a. Students must be eligible to test to be sponsored.



4. Click “Add to cart” in the bottom right-hand side of screen. Student(s) will populate in the shopping cart, which can be accessed by clicking the cart icon in the top right-hand corner of the screen.

IN-FACILITY TESTING TWO-SERVER SYSTEM: SPONSORSHIP

5. Facility pays for selected student(s) in cart with either a credit card or 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).



The screenshot shows a web interface for a cart. At the top, there is a navigation bar with the TMU logo and links for Students, Sponsorships, Reports, and Billing History. On the right, there is a shopping cart icon with a '3' and a user profile icon with '13'. Below the navigation bar, the page title is 'Home > Cart' and 'Cart'. The main content area is a table with three columns: DESCRIPTION, ITEM TYPE, and AMOUNT. There are three rows of items, each with a 'Remove' button. The total amount is \$90.00. At the bottom right, there are two buttons: 'Pay with Credit Card' and 'Pay with Purchase Order'.

DESCRIPTION	ITEM TYPE	AMOUNT	
Certified Nurse Aide for Misty Dawn Black	Knowledge	30.00	<button>Remove</button>
Certified Nurse Aide for Samantha Raeann Levart	Knowledge	30.00	<button>Remove</button>
Certified Nurse Aide for Kaysie Marie Spanhook	Knowledge	30.00	<button>Remove</button>
<b>Total:</b>		<b>\$ 90.00</b>	

[Pay with Credit Card](#) [Pay with Purchase Order](#)

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](mailto:Health.FPC-NAR@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

06/27/2023

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