

TESTING & TESTMASTER UNIVERSE (TMU)

After you complete your class, you need to take the state exams. These exams are offered by the UNAR and are in two parts: The Skills Test and Written Test. State testing fees are not paid to Utah CNA Centers and are not included in tuition. These fees are paid online through TMU when scheduling your tests.

Written Test Fee: \$35 Skills Test Fee: \$40

You get three chances to pass the state exams. Please, please, please do not waste all three. **If you fail twice, call us.** You can come back to class on any or all days you want (depending on space, and not for clinicals) to remediate for FREE! We aim for a 100% pass rate so we go the extra mile to help you. We care about your success!



All CNA students MUST complete their profile in the Testmaster Universe (TMU) website. This site is not just to schedule testing, but will be an important resource for the life of your CNA certification. You will need to access this website when you need to recertify, if you move out of state and would like to transfer your license, if you need to check the status of your license, or a number of other related concerns. It is important to keep the information in your TMU profile current and accurate. This section instructs you on how to complete this profile, pay your fees, schedule your exams, or reschedule your exams if needed. We provide you with spaces to write your TMU username and password, but **it is important that you save this information in a place you can always access it or remember where to find it.** Send it to yourself in an email, save it as a contact in your phone, keep it in your wallet, it's up to you. Just save it!

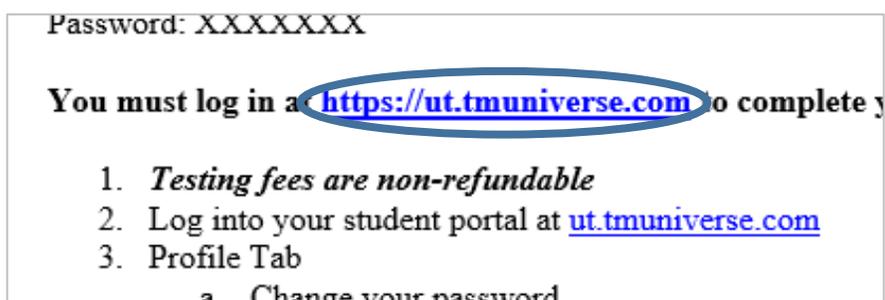
Once we have begun your profile, the UNAR (Utah Nursing Assistant Registry) will send you an email to complete an account in Testmaster Universe (TMU). The UNAR is a separate entity from the Utah CNA Training Centers. This email will be sent to the email address you used to register for your CNA class or the one you gave your instructor. It will be from **no-reply@tmuniverse.com** and the subject line will read: **"Account Created"**. Sometimes this email goes to spam, so be sure to check all spam/junk folders if you don't see it!



If you do not get this email after we have created your account, let your instructor know, as you should receive this email no later than the end of the first week of class. See the following steps to complete setting up your account:

STEP ①

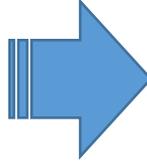
Locate the TMU email and click the link to the TMU website.



STEP ②

Enter the temporary password and username assigned to you from the same email. You may also use your email address to login. If you have trouble entering this information, please read the Password/Login Help section below.

Username: XXXXXX (or your email address)
Password: XXXXXXXX
You must log in at <https://ut>



testmaster
Username or Email
Password
Remember Me
Login

STEP ③

This is a safe and secure site to enter your Social Security Number, so please do so. For those of you without a Social Security Number, please call the admin office for further directions – 801.990.9333. (Don't worry!

A lack of Social Security Number does not mean that you won't be able to test, we'll help you!) Follow the prompts to input your Birthdate, and correct Mailing Address. Verify that your name is spelled correctly according to your ID card, driver's license, passport, etc. Any information entered here that is not current or correct may result in delay or non-completion.

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

Social Security Number
111223333
Don't worry, we'll encrypt it to keep it safe

Birthdate
[]

Mailing Address
[]

Zipcode Tab for City/State complete **City** **State** like UT

[] [] []

Finish Account Setup



Once you have confirmed that everything you entered is correct, click "Finish Account Setup". You're not done yet, move on to Step 4!

STEP ④

After you finish the Account Setup, a new page will appear. This is the main page you will every time you log in from now on. On that page, click "Your Profile"



STEP ⑤

Enter in a new password and confirm the same password. (Remember, this is not the same password that you created for Utah CNA Centers website that you use to log in to myUtahCNA. This is just for TMU.) This is the most important piece of information for you to save!

A screenshot of a web form for account setup. At the top center is a blue power button icon. Below it is a 'Username' field containing 'xxxxxxxx'. Below that are two 'Password' fields: 'New Password' and 'Confirm Password'. Both password fields are circled in blue. A note below the 'New Password' field says 'leave this blank to keep the password the same'.

Make a note of your TMU password here:



Website: ut.tmuniverse.com



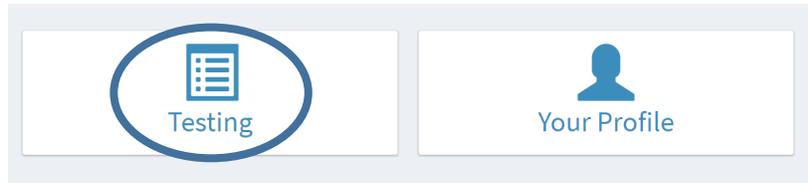
If you are experiencing difficulty logging in, please feel free to email a UNAR staff member at: unar@davistech.edu

SCHEDULING YOUR STATE TESTING

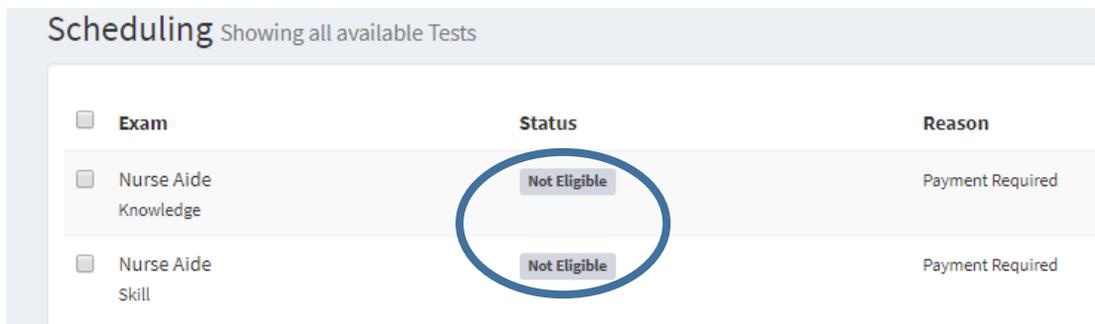
Upon receiving Certificate of Completion of 100 hours from Utah CNA Training Centers, you will need to log back in to the TMU site to schedule your state exams. Luckily, you wrote down your password in this book, right? If you have troubles logging in, please see the Password/Login help section below the Test Scheduling steps.

STEP ①

Visit <https://ut.tmuniverse.com/>. After logging in, click “Testing”. Have a payment card ready to pay the \$75 in fees.



You will see this page. The reason the status reads “Not Eligible” is that the fees have not been paid. Don’t worry; if you’re at this point, you ARE eligible to test!



STEP ②

Check the boxes next to each type of test (Knowledge and Skill). Click “Add Selected Items to Cart”. You can pay for these separately if you’d like by selecting one or the other.



STEP ③

Click “Pay with Credit Card”. On the following screen, enter your payment information, then click “Submit Payment” at the bottom of the page.

Description	Item Type	Amount	
Nurse Aide Exam for Adasha Law	Knowledge	\$35.00	Remove
Nurse Aide Skill Exam for Adasha Law	Skill	\$40.00	Remove
		Total: \$75.00	

[Pay with Credit Card](#)

[Submit Payment](#)

STEP ④

You will now see green “Schedule” buttons along the right side of each the tests listed. Click the green “Schedule” button for the test you wish to schedule.

Exam	Status	Reason	
Nurse Aide Knowledge	Ready		Schedule
Nurse Aide Skill	Ready		Schedule

STEP ⑤

You will see a very long list of dates and site options. The time slots are listed on the left under the date. Keep scrolling if you don't immediately see a Testing Site near your area, there are many options listed. When you find a date that works for you, click the green “Schedule” button on the right. A box will appear and ask if you are sure, click “OK”. Repeat Steps 4 and 5 until you have scheduled both the Knowledge and Skills exams.

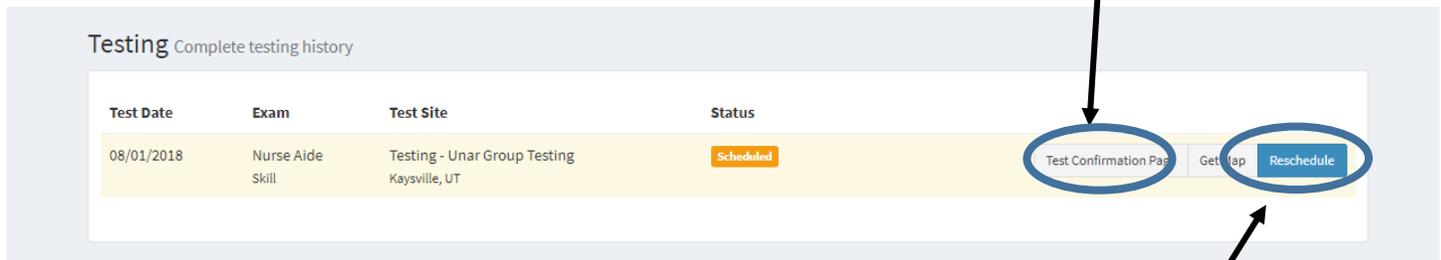
Test Date	Test Site	Offered Tests	
02/26/2018 10:00 AM MST	Testing - Davis Technical College Kaysville, UT	Knowledge	Schedule
02/26/2018 12:00 PM MST	Testing - Davis Technical College Kaysville, UT	Knowledge	Schedule
02/26/2018 2:00 PM MST	Testing - Davis Technical College Kaysville, UT	Knowledge	Schedule

After you've scheduled your exam, you can log back into the TMU site to see your scheduled exams. You will also receive a testing confirmation email. **Please read this email carefully, especially the No-Show/Rescheduling Policy.** If you do not receive your emailed Test Confirmation Page, you can print/view it by logging back into the TMU site, click “Testing”, and click the grey “Test Confirmation Page” button on the right of that page.

If you find that you cannot attend the exam you originally scheduled yourself for, you can log back into the TMU site to reschedule. Once logged in, click “Testing” and you will be taken with a page listing the test(s) you are scheduled for. To the right of each test, click the blue “Reschedule” button and you will be taken again to the long list of dates and site options to select a new testing time.

Note:

Click this to print/view your
Test Confirmation Page



Test Date	Exam	Test Site	Status
08/01/2018	Nurse Aide Skill	Testing - Unar Group Testing Kaysville, UT	Scheduled

Click this to reschedule a test

You can reschedule your testing through your TMU personal portal up to 1 business day prior to your scheduled test. (Please note: scheduling for tests on Mondays closes on the Friday before.) You are responsible for rescheduling all testing. If a no-show waiver is granted, you will be able to simply reschedule. If the no-show waiver is not granted, you must wait until the event is ended to reschedule. After the event is ended, you will be able to repay/reschedule your testing. To do this, please follow the steps in “Payment/Scheduling”.

TMU PASSWORD/LOGIN HELP

Visit the TMU site: <https://ut.tmuniverse.com/>

Click on the “Forgot Your Password?” link. Enter in the email associated with your Utah CNA Training Centers/TMU account or username (found in the initial Testmaster email) and click “Send Password Reset Link”. This will direct a reset password link to your email inbox. From there, create a new password.

If you would like to practice the written exam before scheduling the state exam, please refer to our website at Utahcnacenters.com and purchase the student testing pin bundle. These practice exams will help prepare you for the state exam. They are available for purchase for \$10 for two practice tests. (And, check the website as we are creating a Test Prep Course coming soon, that will really help you get prepared and pass the FIRST time!)

For questions or concerns, call the admin office at 801-990-9333 or email admin@utahcnacenters.com. Additionally, if you need help with your password or username, please contact Utah Nursing Assistant Registry at 801-547-9947. Write your login and password information in the workbook for handy reference. Inside back cover is a great place.

Testing Pins: In order to give yourself the BEST chance of passing the written exam, we buy testing pins in bulk. This saves you money as you can buy them one at a time from the UNAR but you will pay \$2.00 more per pin. We sell these discounted pins in a bundle of two at a time (two separate pin numbers). This test is created and graded by the same organization that hosts and grades the REAL state test so it is the best way to see what the test is like. We charge \$5 a pin so the total cost is \$10.

