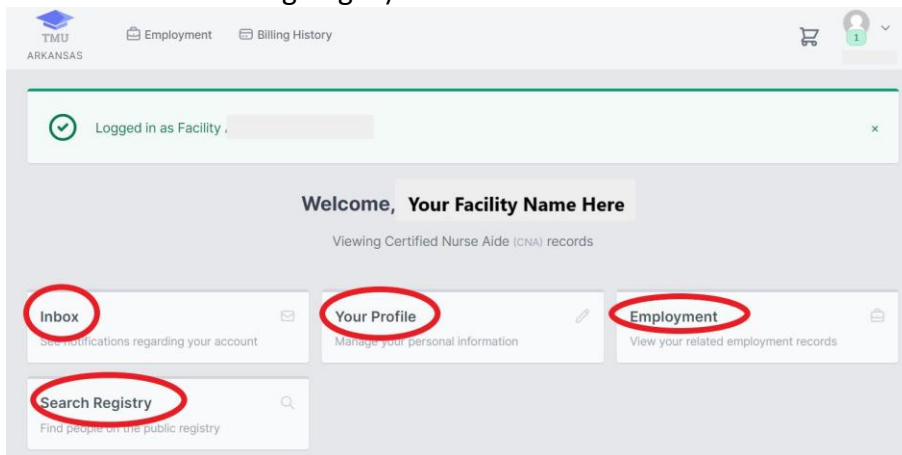


# How to Renew Your CNAs via TMU:

You will see a page similar to the page below once you are signed in.

- The *Inbox* will allow you to see any notifications you may have received since you were last signed in
- Your Profile* shows you your facility information
- Employment* is where you will go to verify CNA's employment
- Search Registry* allows you to search the public registry while signed in (you can also do this without signing in)



To verify the CNA's employment you are going to click on the "Employment" button and the page below will appear.

- You will verify that the information they entered is correct.
  - \*Start is the first day working on the floor at your facility
  - \*End is the last day working on the floor at your facility
- If you need to make a change you will click the pencil button (red circle) and make the needed changes
- If everything is correct you will click "verify" (green circle)

The screenshot shows a table with the following columns: STUDENT, START, STATUS, VERIFIED, and an action column. The first row contains the following data: 'CNA's Name Here', '07/24/2020', 'Pending', 'VERIFY', and a pencil icon. The 'VERIFY' button is circled in green, and the pencil icon is circled in red. A link 'View archived employments' is visible in the top right corner of the table area.

STUDENT	START	STATUS	VERIFIED	
CNA's Name Here	07/24/2020	Pending	VERIFY	

Once you have verified that all of the information is correct you will change the "status" to either "Approve" or "Deny". You will then check the statement at the bottom of the screen and click "complete verification".

-You should only ever Deny someone if they have never worked at you facility

PERSON  
CNA's Name

CERTIFICATION  
Nurse Aide

LOCATION  
Your Facility Name

START DATE  
07/24/2020

END DATE

STATUS \*  
Select Status

FUNDING TYPE  
Select Funding Type

Verify that BELL, LACORA M has worked as an employee or contracted employee at least 8.00 hours between 07/16/2018 and 07/31/2020

Complete Verification

After you have completed these steps you are done! Continue this process for each CNA. If you have any questions please let us know. We are best reached at (888)401-0462 Monday-Friday. If you miss us, leave a message and we will get back to as soon as we can.