CNA Renewals/Work Updates: When a CNA passes the final examination, the individual's name is placed on the CNA active registry. For nurse aide certification to remain *active*, CNAs are required to submit documentation (e.g., pay stubs, W-2, letter from employer, etc.) of their work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month time-period. *Documentation shall be submitted to the department approved third party test administrator and a fee will be assessed for each renewal.*

-If you are a CNA needing to renew your certification and work in a facility: Log into your profile in TMU and enter your employment under the employment tab, the software will then ask for payment. After the payment is processed, the software will send an email to your employer with a link to confirm your work in the last 24 months. After the employer clicks the link in the email to confirm employment your certification will be show active on the registry.

-If you are CNA working private duty: Log into your profile in TMU and select private duty from a drop down menu. You will need to process the payment then email the proof of work documents to missouri@hdmaster.com. After work is confirmed your certification will show active on the registry.

-If you are a facility wanting to pay for multiple CNA's renewal: Headmaster is working on a process but until it is available you may email them at missouri@hdmaster.com or call at 800-393-8664 and ask for Missouri team.