

# PCA Certification Test

Click on or type in the following link to take you to the Minnesota Department of Human Services website. You may take the training and test as often as needed to pass.

<http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>

## **To take the course before taking the certification test:**

- Click on “Training”. This will open a new window, then click on “PCA & CFSS Training”. Choose the language, then start course.
- **Introduction**
  - Overview
  - Person Centeredness
  - Positive Support for Challenging Behaviors
- **Safety**
  - Professional Boundaries and data privacy
  - Mandated Reporting
  - Emergency Preparedness
  - Infection control and Standard Precautions
  - Body Mechanics
- **Documentation**
  - Time cards and documentation
  - Errors and fraud
- You have the choice to do all of them or pick and choose which ones you need refreshing on. Taking the course may take up to 1 ½ hours.

## **To take the certification test:**

You must register with DHS before taking the test. To do this, after “Event” chose “PCA/CFSS support workers begin registering 02/23/20”.

- Click on **Next-Register**.
- Complete the form with your personal information.
- Be sure to check the box by “I understand the terms of the agreement” before submitting your form.
- Click **Submit**

You will not be able to change a registration once submitted. Once submitted, it will bring you to a “thank you for registering” page with your confirmation number. It is suggested that you print this for your records.

**Now that you are registered, you are able to take the test.** Underneath your confirmation number there is a link that will bring you to a test. You will be given 25 questions and you must answer at least 20 of them correctly to pass. When you are ready, click on the “Continue” button. As you go through the test, it will tell you right after you submit the answer if you answered correctly or not. You will need to click the “Continue” button to go to the next question. The test itself should take about 15 minutes.

After the 25 questions, it will bring you to a page that tells you your score. If you did not pass, it lists which modules you should review and a link that will bring you to the PCA training. When you complete the training, you can take the test again.

**When you pass, click on “Certificate of Training” and print at least 3 copies. Keep one copy for your records, send one to the HR Director for your district and send one copy to the Administrative Assistant at the following address:**

**IASC Special Education Office  
601 7th Street SW  
Grand Rapids, MN 55744**