

Re: **PCA/CFSS Certification Test** for all paras

MN Dept of Human Services requires paras to have certification in Personal Care Assistance & Community First Services and Supports training. This is for newly hired paras and paras that have passed prior PCA certification.

You will need a valid email to register and take the training and test. The link to register and test is:

<https://registrationtraining.dhs.state.mn.us/?BusinessUnitID=16>

- 1) There are 3 options of tests. The one you need to pick is:
PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS
- 2) Click on Next - Register
- 3) Complete the registration information.
 - a. Complete all fields and be sure to enter a valid email address.
 - b. Check the small box "I understand the terms of this agreement."
 - c. Click Submit to complete your registration.
- 4) **After you submit your registration, you will need to check your email for your next step.**
- 5) Click on your preferred language link in the email. This will jump you into the PCA/CFSS support worker entry screen.
- 6) The training will take you about 2 hours. When you are done you will need to return to the registration page to take the test. **If you would like to try to test without going through the training, you can click on the blue "Continue" and jump to the test.** Attached is a review packet to assist you in taking the test. Note that this test is made for home care PCAs so there are questions that will not pertain to you in the school setting but you still need to answer the test questions correctly. For the training, click on PCA/CFSS support worker training and follow the instructions.
- 7) Take the test. You must answer 20 of 25 questions correctly to pass the test.
 - a. You may take the test as many times as needed. There is no required wait time between tests.
 - b. As you answer each question, the system will tell you if the answer is correct or incorrect.
 - c. After you answer the last question, you will go to the Results page where you will receive your score and whether or not you have passed the test.
 - d. There is no record of how many times you have taken the test, only that you have passed. So you can take it again until you pass.
- 8) Click on "Certificate of Training"
 - a. Print a copy (I would suggest a copy for yourself too either hard copy or saved to your computer)
 - b. You will also receive an email with a link to the certificate.
- 9) Submit a copy of the certificate to:

Email:	shelley.junkermeier@southernplainedcoop.org	OR
	(please double check name spelling before you "send")	
Mail/drop off:	Shelley Junkermeier Southern Plains Education Cooperative 1200 N Park Street Fairmont MN 56031	OR
Fax:	507-238-2361 Attention: Shelley	

Questions? Call Shelley at 507-235-4303