

Minnesota Department of Human Services Disability Services Division

Individual PCA/CFSS Training User Guide

FIND THE COURSE

1. Open Minnesota Department of Human Services Online Registration at <http://registrations.dhs.state.mn.us/PCACourse/cfss/training.html> to access the course and register for the test.
2. Click the **PCA and CFSS Workers Training** to start the course

TAKE THE COURSE, click:

1. Preferred Language.
2. Start Course.
3. Continue through all sections.
4. After each section, there will be a short quiz to prepare for the certification test. Once training is complete, go to **certification**.

REGISTER to take the test, click:

1. The drop-down arrow to the right of the “Event” box.
2. Select **PCA/CFSS Support Workers begin registering on 2/23/2020**.
3. Click the **Next-Register** button. This opens the “Registration” page.
 - Complete the registration information (Fields and questions with an asterisk* are required and you must complete them)
 - Enter and confirm a valid email address (your confirmation number and certificate link will be sent to this e-mail address)
 - Read the agreement information (use the scroll bar to the right of the field to move up and down in the box)
 - Check the box beneath the agreement that you “understand the terms of the agreement” (you cannot continue if you do not check the box)
4. Click the **Submit** button to complete your registration.

After you submit your registration, you will be prompted to check your email to continue with the certification. Once in the email, you will be asked to “select a language.” Select your preferred language and begin taking the PCA/CFSS certification test. Using this email link allows you to take the test as many times as needed without registering again.

TAKE THE TEST

You must answer 20 of 25 questions correctly to pass the test. You may take the test as many times as needed. There is no required wait time between tests. Again, there is a link provided, in your email, after you register.

As you answer each question, the system will tell you if the answer is correct or incorrect. The system will **not** tell you the correct answer. After you answer the last question, you will be directed to the “Results” page where you will receive your score and whether or not you have passed the test.

Test result page

The “Test Results” page follows the last question on the test. This page shows:

- The number of questions you answered correctly
- Your test score
- If you passed or failed
- Where the email certification link will be sent
- A link to the certificate
- What modules you should review if you do not receive a passing score

Certificate of completion

When you pass the test, you may print a certificate of completion right away. You will also receive an e-mail with a link to the same certificate.

1. Print one or more copies of the **Certificate of Completion** for your records.
2. Provide a copy to any agency that hires you to work as a PCA/CFSS worker. The certificate provides information required by employing agencies before hire such as:
 - Your name
 - Date you passed the test
 - Certificate number

FORWARD A COPY OF YOUR CERTIFICATE TO:

Amy Wahlstrom-McAlister, 4U Home Health Care South
awahlstrom@4uhhc.com