

PERSONAL CARE ASSISTANCE TRAINING

1. Visit: <https://registrations.dhs.state.mn.us/>
2. Click on "Individualized Personal Care Assistance Training"

Online Registration

- [Aging and Adult Services](#)
- [Annual Minnesota Rulemaking Seminar](#)
- [Individualized Personal Care Assistance Training](#)
- [NFRP Annual PIPP Conference](#)
- [Ombudsman for State Managed Health Care Programs](#)
- [Special Needs Purchasing](#)
- [Vulnerable Adult Mandated Reporter Training](#)

3. You will be brought to the page below. Click on "Training."

DEPARTMENT OF HUMAN SERVICES MINNESOTA

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training and Test

Welcome

Welcome to the Minnesota Department of Human Services (DHS) training for the Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) programs. DHS requires many of the people involved in PCA and CFSS to pass a test. These online tests are free. Select the test you need to take from the drop down menu below for instructions completing that test.

[Training](#) [Certificate Lookup](#) [More Information](#) [Contact Us](#)

4. On the next page, click on "PCA and CFSS Workers Training"

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training

Click the link below to begin the training.

[PCA and CFSS Workers Training](#)

Personal care assistance (PCA) and Community First Services and Supports (CFSS) workers are required to pass a certification test. This training will prepare you to take the exam. You may take the training as often as needed. The training and certification exam are both free for you to take. Click the above link to begin training.

Click the link below to begin the training.

[Provider Agency Training](#)

People who want to become PCA agency owners, managers or Qualified Professionals need to attend the Steps for Success training. Starting on April 2020, you must take the Steps for Success pre-test to register for the training. You may take the training as often as needed. The training and certification exam are both free for you to take. Click the above link to begin training.

5. Choose the language you prefer for your training.

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training

Click on your language below to begin the training course.

- [English](#)
- [Hmong/Hmoob](#)
- [Somali/Soomaali](#)

6. Start and complete the training course.
7. Click on the link to register to take the test at the end of the training course.

Thank you!

Link to PCA/CFSS worker test registration

In order to receive your certificate of training, you need to take a short test about what you've learned. Visit the registration page to register for the test and you will receive an email explaining what to do next.

Link to PCA/CFSS worker training feedback survey

DHS values your feedback. Please help us improve future versions of this training by completing this short survey.

[BACK](#) [NEXT](#)

8. Register by choosing "PCA/CFSS support workers begin registering on 02/23/20" as the "Event" then click "Next-Register."

Registering

To register for a test, select the test you wish to register for from the dropdown menu below. After you register, you will receive an email with the link to the exam. If you are unsure which test you need to take, [click here for more information.](#)

Event: **** Select ****

[Next - Register](#)

9. Fill in the required information then click submit.

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training and Test

Complete the form below and click Submit.

Event: PCA/CFSS support workers begin registering on 02/23/20

First Name: *

Last Name: *

Phone: *

Email Address: *

Confirm Email Address: *

By submitting this registration, I understand the following:

- This system is the property of the State of Minnesota.
- The information provided on this registration is accurate, complete and

I understand the terms of this agreement.

Submit **Cancel**

10. Open the email that was sent to the email address you registered with. Select the language you prefer to test in.

"PCA/CFSS support workers" Registration Confirmation

Dhs.dsd.learn@state.mn.us
to me

10:13 AM (47 minutes ago)

Thank you for registering to take the certification test for PCA and CFSS workers. Confirm this is the test you need to take by asking your employer or reading the descriptions of the tests associated with this program.

Confirmation number: PCA [REDACTED]

Attendee: [REDACTED]

To take the certification test click on your preferred language:

[English](#)

[Hmong](#)

[Somali](#)

11. Click continue and take the test:

PCA/CFSS support worker (English)

Welcome to the certification test for PCA and CFSS workers. If you are not a PCA or CFSS worker, either:

1. Ask your employer if this is the right test for you.
2. Read through the [descriptions of each test](#) to find out which one you should take.

Taking the test

Prepare for this test by completing the [PCA and CFSS worker training](#)

The test has 25 questions. You must correctly answer 20 questions to pass.

When you are ready to begin, click Continue.

Continue

12. Click on "Certificate of Training" and save a copy of it OR save the copy that was emailed to you. Email or bring a copy of your certificate to the HealthMax office you applied to work at.

PCA/CFSS support worker (English)

You answered 25 out of 25 questions correctly for a score of 100%. Congratulations, that is a passing score! Here is your [Certificate of Training](#). You may print this out for your records. This information [REDACTED] also been emailed to you at [REDACTED]

Thank you for completing your training to become a Personal Care Assistant!

