



## PCA Standardized Training Instruction Sheet

Go to [accessnorth.net](http://accessnorth.net) to access the training course or register for the test.

- Click on the PCA Choice / Homemaker / Respite link located in the horizontal menu at the top of the page.
- Click the "PCA Test" link found in the vertical menu on the left side of the page.
- You will be taken to the Minnesota Department of Human Services Individual Personal Care Assistant Training site.

You will have a choice to take the "Training Course" or Register and take the "PCA Test".

**Training Course** (Optional) this is not the PCA Test

- If you would like to take the training course to prepare yourself for the PCA Test click on the link "Take the Course".
- The entire contents of this area are optional and you can exit at any time and move onto registering to take the PCA Test.

**Register to take the PCA Test**

- Toward the bottom of the page, the box labeled Event \*: should read "Personal Care Assistant (PCA) begin registering on 03/09/10". If not, click on the arrow in the box and select "Personal Care Assistant (PCA) begin registering on 03/09/10".
- Click on the button that says "Next - Register".
- Complete the registration information (Fields and questions with an asterisk\* are required and you must complete them). Make sure to enter a valid email address (your confirmation number and certificate link are sent to that e-mail address).

After you submit your registration, the next page will give you a confirmation number. **Make sure to write this number down as you may need to refer to it in the future** (you will also receive an email with this number and the link to the test).

**Take the PCA Test**

- You may take the test immediately by looking for the text that says "To take the certification test please click **here**".
- You may also take the test at a later time by clicking on the link in your confirmation email.
- You must answer 20 of 25 questions correctly to pass (you may take the test as many times as needed).

**Results & Certificate**

- If you answered at least 20 of the questions correctly, you have passed the test.
- Click on "Certificate of Training" to get your certificate.
- Print a certificate of completion **right away** (turn a copy into the PCA Program Assistant). You will also receive an e-mail with a link to the same certificate (if you are unable to print you can forward this email to the PCA Program Assistant).

If you have problems, e-mail questions to [dhs.dsd.learn@state.mn.us](mailto:dhs.dsd.learn@state.mn.us) or call (651) 431-2400.