



## 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 PCA/CFSS Training and Test

**You will have the choice to complete the Training or to immediately register and begin testing for the PCA/CFSS Test. We recommend going through the training prior to completing the test.**

### Training:

You will have the following options:

- Training
- Certificate Lookup
- More information
- Contact Us

Select “Training” to proceed to the Training Course (this is not the PCA Test).

Select the option titled PCA and CFSS Workers Training to proceed to the training.

After training is completed you can click on link PCA/CFSS worker test registration and follow the direction below to register to take the test.

### Register to take the test:

- Toward the bottom of the page, the box labeled Event \* should read PCA/CFSS support workers begin registration on 02/23/20.
- Click on the blue Next-Register button
- Register your information by completing the form as well check the box to submit that you understand terms of the agreement and click submit. (Make sure to provide an active email address that you have the ability to access).
- DHS will send you an email for the next steps. Read the email to be sure you are taking the correct test. This email will also include a confirmation number as well as languages in which you can choose from to take the test.
- If you are not ready to begin test refer back to this confirmation email when you are ready to begin.

### Take the PCA/CFSS support workers test:

- Choose the desired language in the confirmation email which you would like to take the test when you are ready to begin testing.
- You must answer 20 out of 25 questions correctly to pass (you may take the test as many times as needed).
- When you are ready to begin Click on Continue
- Answer Questions and click submit.
- Test will indicate if correct (Green) or incorrect (Red) click continue to proceed to the next question.

### Results and Certificate:

- If you answered at least 20 of the questions correctly, you have passed the test
- A link will be provided to you on the page that indicates you passed and will also be emailed to you.
- Print the copy of the certificate or if you are unable to print you can forward to the program assistant or to the assigned Qualified Professional.

If you have problems please refer to the “Contact Us” Section in the DHS Link for further information or contact Access North.