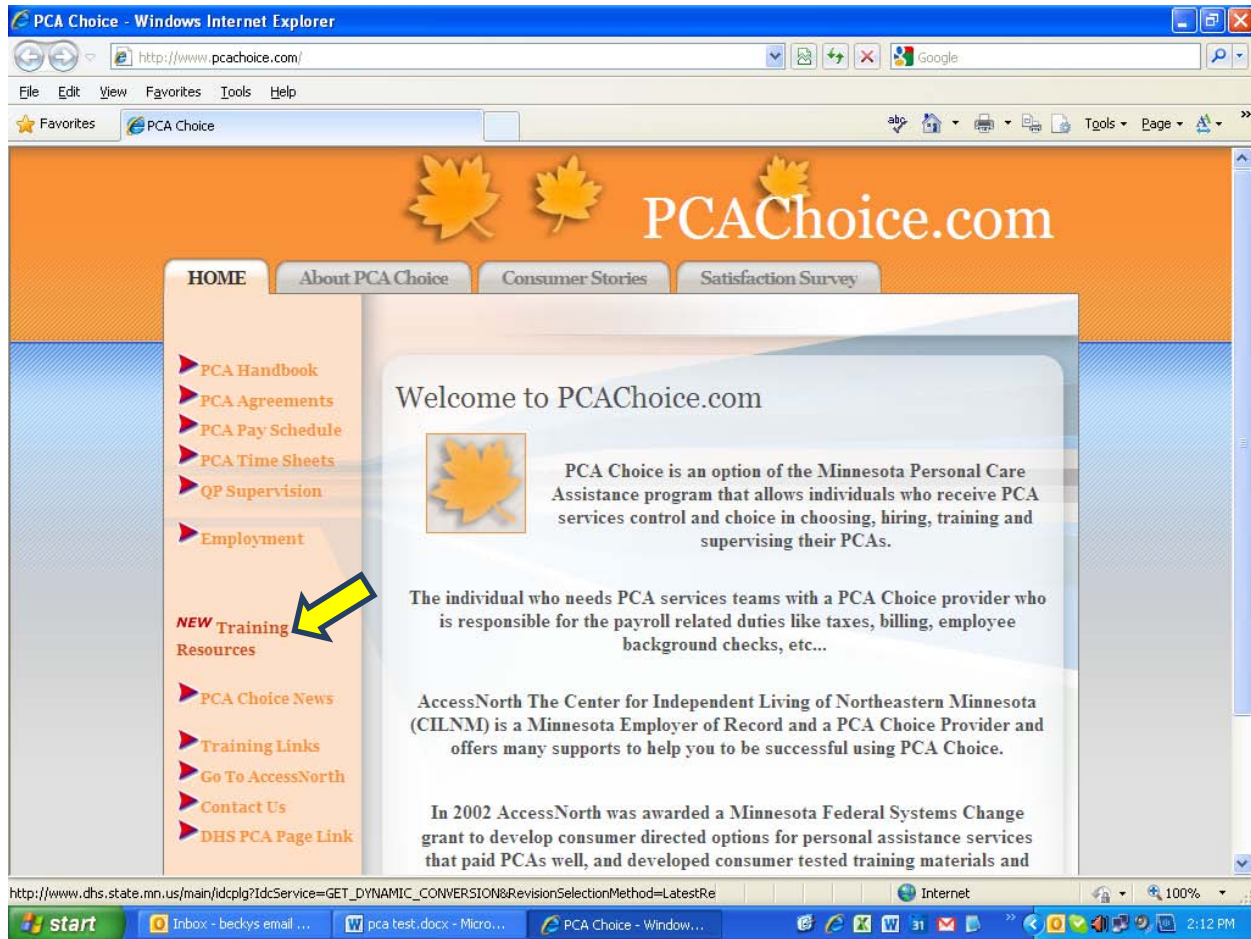


## How to take the PCA Certification Test:

Go to <http://www.pchoice.com/> on the Internet.

Follow the pictures and text below:



**Click on Training Resources**

Disability Services - Online PCA Training User Guide - Windows Internet Explorer

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\_DYNAMIC\_CONVERSION&RevisionSelectionMet

File Edit View Favorites Tools Help

Disability Services - Online PCA Training User Guide

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minnesota north star

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Deaf and hard of hearing  
CMHS Transformation Advisory Task Force

**Minnesota Department of Human Services Disability Services Division Individualized PCA Training User Guide**

Welcome to the individualized personal care assistance training online.

**Find the course**

1. Open [Minnesota Department of Human Services Online Registration](#) to access the course or register for the test.
2. Click the Individualized Personal Care Assistance Training link located under the Continuing Care – Disability Services heading. This takes you to the Individualized Personal Care Assistance Training Home page.

**Make a choice: Take the course or register to take the test**


**To take the course, click:**

1. Take the Course (this opens a new browser window)
2. The middle blank square in the upper right hand corner of the modules to make the content fill the browser window.
3. On a module link to begin reviewing course content.
4. The X in the upper right hand corner of the modules window to close the course content module when you are done. This allows you to view the Individualized Personal Care Assistance Training home page.

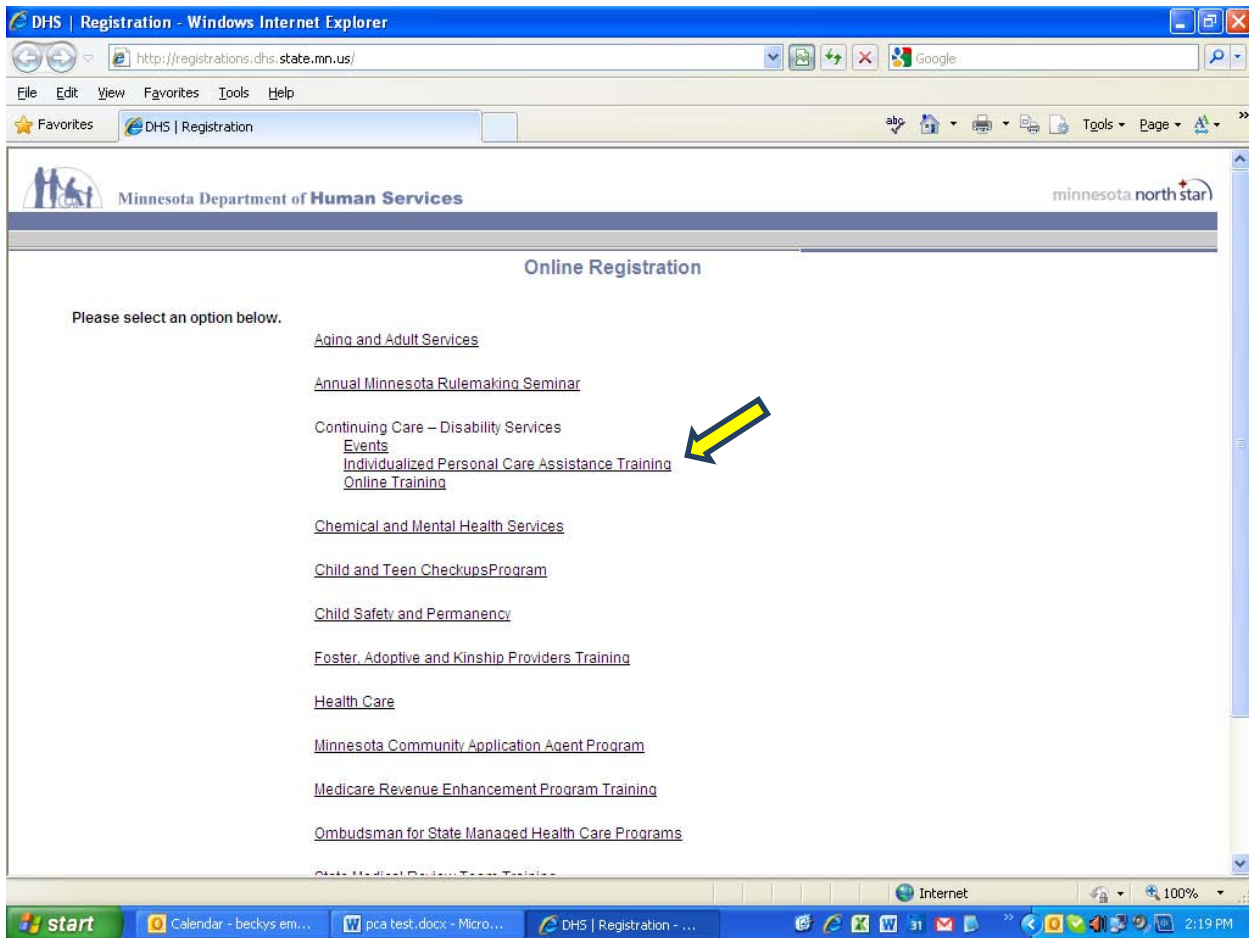
**To register to take the test, click:**

1. The drop down arrow to the right of the Event box.
2. On the Personal Care Assistant (PCA) option.
3. 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 are sent to that 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)



**Click on Minnesota Department of Human Services Online Registration**



**Click on Individualized Personal Care Assistance Training**

DHS | Registration - Windows Internet Explorer

http://registrations.dhs.state.mn.us/videoC

File Edit View Favorites Tools Help

Minnesota Department of Human Services minnesota north star

## The Minnesota Department of Human Services Individualized Personal Care Assistance Training

Welcome to the Minnesota Department of Human Services Individualized Personal Care Assistance (PCA) Training! Minnesota statute requires all PCAs to take pass a certification test. You may take the training and test as often as needed. However, you must pass:

- Before enrolling with the Minnesota Department of Human Services (DHS)
- Within one year after training is available if already enrolled with DHS and affiliated with a PCA provider agency

This online course and test is free. You must register with DHS before taking the certification test.

[User Instructions](#)

**DO NOT use the browser navigation buttons during the test.**  
It is important to take the test from start to finish as it may time out and you will have to start over.

[Take the Course](#)

Internet 100%

**SCROLL  
DOWN**

**Scroll down until you see the box that says Next-Register. You must register first!**

DHS | Registration - Windows Internet Explorer

http://registrations.dhs.state.mn.us/videoC

File Edit View Favorites Tools Help

DHS | Registration

[Take the Course](#)

**Registering**

Every question shown with an asterisk, "\*" is a mandatory question. There are questions on computers and language choices. Disability Services Division (DSD) will use your response to decide:

- What types of training to offer
- How to offer the training
- What language translations might be needed to meet your needs

**Certificate**

When you pass the test, you will receive a certificate. Print a copy of this certificate for your records. You will also receive a copy in your email. You will need to show all employers a copy of this certificate before you can begin working as a PCA.

To register, click the register button.

Event: \*

---

**Canceling or Changing a Registration**

You will not be allowed to change a registration once it is submitted. You will need to cancel the initial registration and re-register again.

You will be asked to enter your **confirmation number** and click Remove.

Confirmation Number: \*

Internet 100%

**Click on Next-Register**

DHS | Registration - Windows Internet Explorer

http://registrations.dhs.state.mn.us/videoConf/Register.aspx?BusinessUnitID=16

File Edit View Favorites Tools Help

DHS | Registration

### The Minnesota Department of Human Services Individualized Personal Care Assistance Training

Complete the form below and click Submit.

Event: Personal Care Assistant (PCA) begin registering on 03/09/10


First Name: \*


Last Name: \*


Phone: \*


Email Address: \*


Confirm Email Address: \*


Preferred Spoken Language:  

Preferred Written Language:  

Reading Level:  

Need An Interpreter?  **Check if Yes** 


Access Internet From:  

Level Using Computer:  

By submitting this registration, I understand the following:

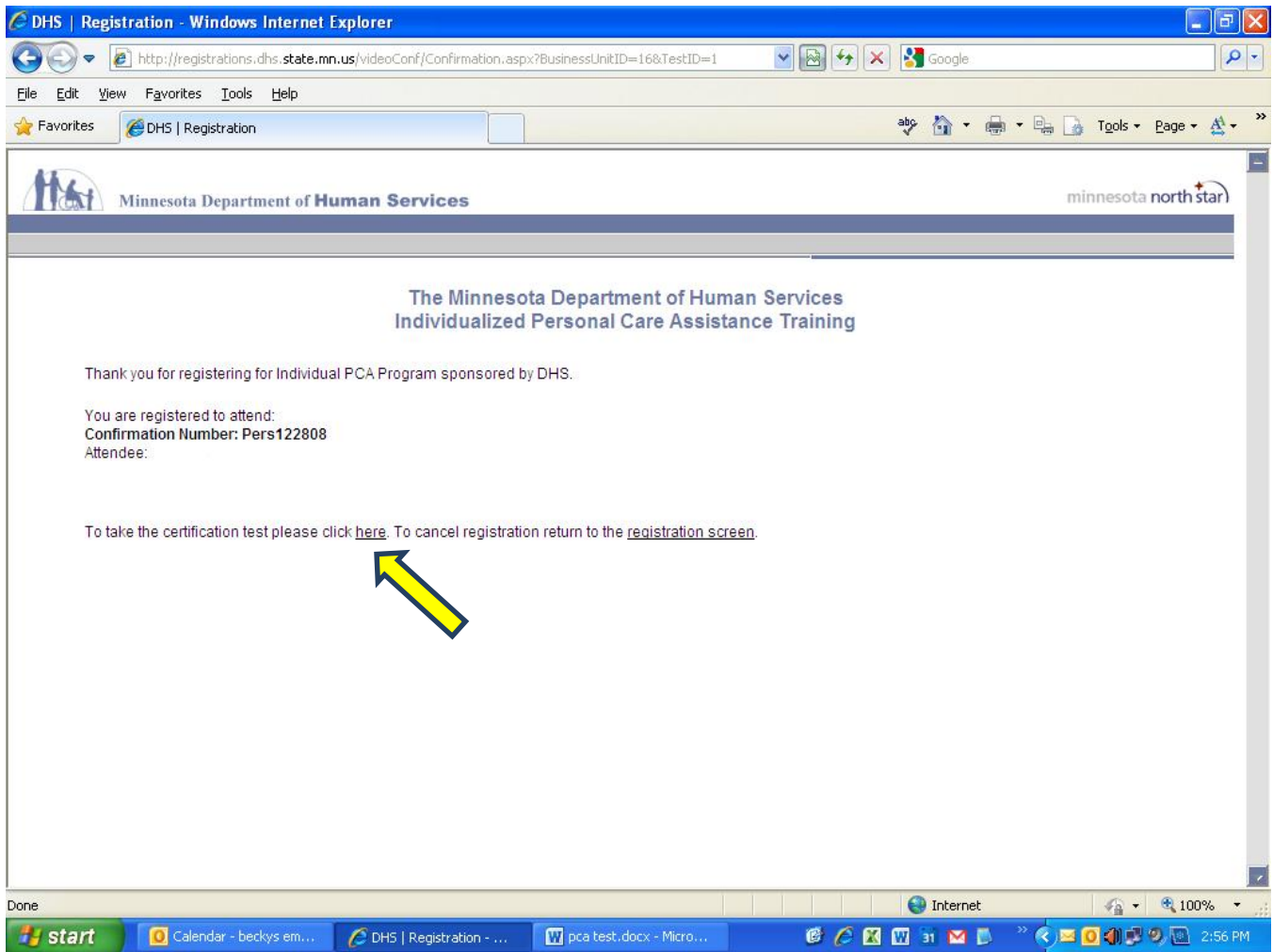
- This system is the property of the State of Minnesota.
- The information provided on this registration is accurate, complete and truthful.
- By continuing to use this system, I am representing myself as an authorized user.

I understand the terms of this agreement.

**Check the box!** 

start | Calendar - beckys em... | DHS | Registration - ... | pca test.docx - Micro... | Internet | 100% | 2:39 PM

**Fill out the highlighted boxes. Click on the arrows to see more choices. Make sure you check the box next to "I understand the terms of this agreement." Then click on Submit.**



**You will then see a screen that looks like the one above. Either write down your confirmation number or print the page for future reference. Then click on "here".**

DHS | DSDquiz - Windows Internet Explorer

http://registrations.dhs.state.mn.us/pcaexam/Default.aspx?reservationID=122808&TestID=1

File Edit View Favorites Tools Help

Minnesota Department of Human Services minnesota north star

### Personal Care Assistant (PCA) Certification Test

Welcome to the Personal Care Assistant (PCA) Certification test. You may take this test without viewing the training itself, however if you are a new PCA we suggest you access the [training](#) first before starting this test. You will be presented with 25 questions, and you must answer at least 20 of them correctly.

When you are ready to begin, please click Continue.

[Continue](#)

Done Internet 100%

start Calendar - beckys em... DHS | DSDquiz - Wind... pca test.docx - Micro... 3:00 PM

**Click on Continue.**

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://registrations.dhs.state.mn.us/pcaexam/DisplayQuestion.aspx?QuestionNum=1&QuestionID=1>. The page header includes the Minnesota Department of Human Services logo and the text "minnesota north star". The main content area is titled "Personal Care Assistant (PCA) Certification Test". Below the title, the question is: "1 of 25. Which of the following are common signs of stroke?". There are four radio button options: A. Numbness in the face or extremities, B. Sudden inability to speak or think clearly, C. A, B and D, and D. Loss of coordination and trouble with vision. A "Submit" button is located below the options. Two yellow arrows point to the first and second options, and another yellow arrow points to the "Submit" button. The Windows taskbar at the bottom shows the Start button, several open applications (Calendar, DHS | DSDquiz, Word), and the system tray with the time 3:03 PM.

DHS | DSDquiz - Windows Internet Explorer

http://registrations.dhs.state.mn.us/pcaexam/DisplayQuestion.aspx?QuestionNum=1&QuestionID=1

File Edit View Favorites Tools Help

DHS | DSDquiz

Minnesota Department of Human Services minnesota north star

Personal Care Assistant (PCA) Certification Test

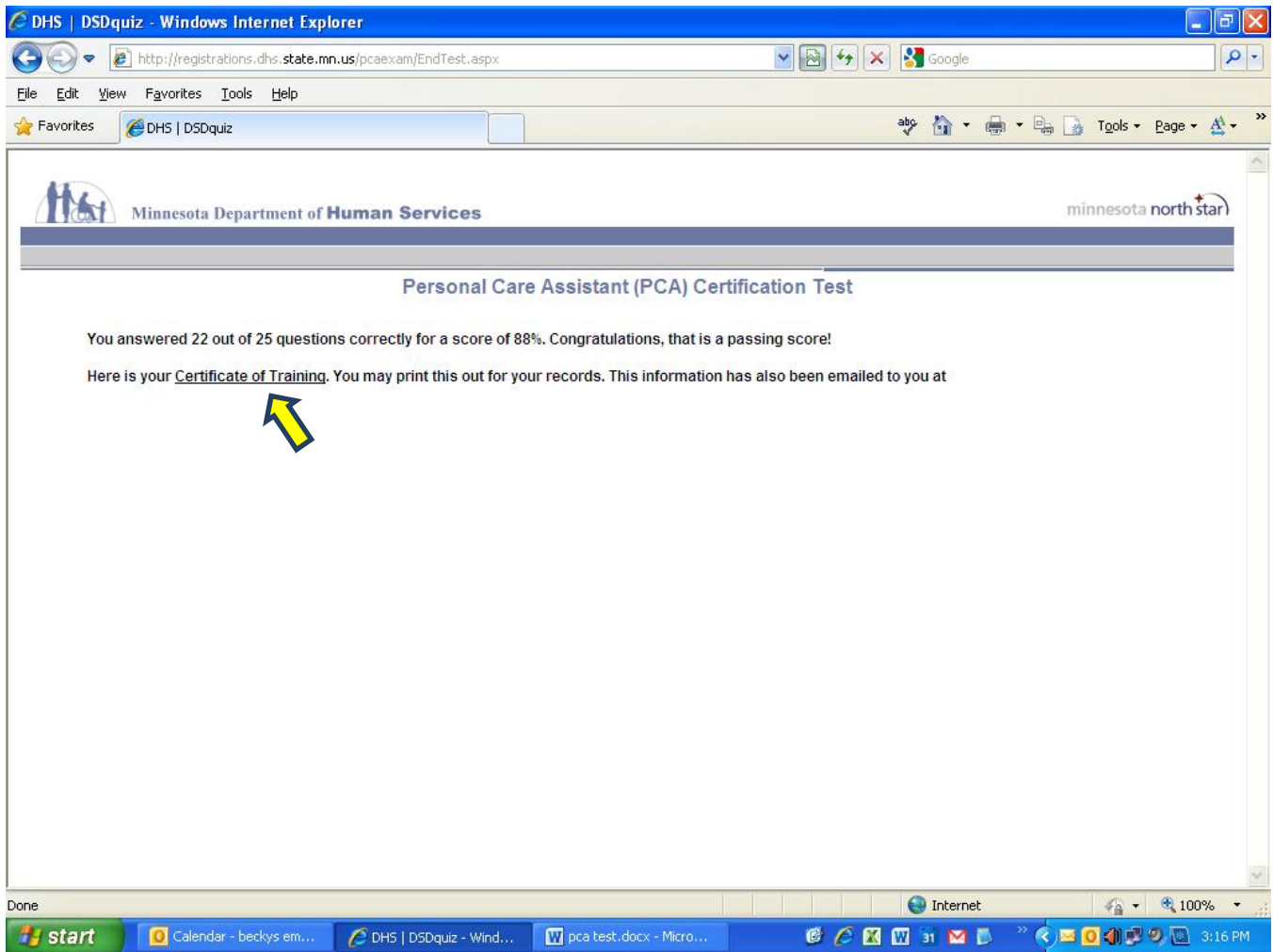
1 of 25. Which of the following are common signs of stroke?

- A. Numbness in the face or extremities
- B. Sudden inability to speak or think clearly
- C. A, B and D
- D. Loss of coordination and trouble with vision

Submit

Done Internet 100% 3:03 PM

**Click on one for the answers and then click on Submit. Continue through all 25 questions.**



**After you answered the last question and click on Submit, you will see the following screen telling you that you have either passed or failed the test. If you failed, you will need to take the test again until you pass. Once you have passed the test, click on Certificate of Training to get your certificate.**



**Your certificate will look like the one above. This is what we need as proof that you have passed the test.**