

Personal Care Attendant Department of Health Certification Training

Your district may bill MA for services that a PCA provides to a MA eligible IEP student. A new requirement is in place now that any PCA involved in the MA process must complete standardized PCA training to satisfy MN law.

ASEC is asking that the case manager who has a PCA or PCA sub involved in MA billable services be the support for the PCA/Sub to complete the requirement for certification.

(PCA supervisors will NOT be able to assist in this process; they will continue to supervise as always per DHS guidelines.)

The training is open to anyone and is available online for free 24/7.

Training

There are 9 modules that make up the training course with a certification test. Registration is not required to view the modules, but there is a registration process for the certification test portion. The modules can be viewed in any order. Return to the info in the modules as needed. The PCA is not required to view the modules before taking the test.

Testing

Registration is required to take the test and receive certification for completion. A passing score is 80%. This means the PCA must answer 20 out of 25 questions correctly to receive a passing score. The PCA can take the test as often as needed to pass. However, they must register each time the test is taken. If they take the test more than one time, the questions may look different each time. The questions are from a question bank and generated randomly.

When the PCA or PCA sub registers for the test online, she/he will be required to provide an email address. DHS uses the email address to send the certificate after the test is completed. The email allows you to access and print the certificate. ASEC must have completed certificates emailed to lea@asec.net or faxed to ASEC, attention: Lea. Lea will keep all the certificates electronically and print out one for the ASEC DHS file. PCA's should also give a copy of their completed certificate to their supervising staff member at the school.

1st STEP:

Find the course

Open Minnesota Department of Human Services Online Registration at <http://registrations.dhs.state.mn.us/> to access the course or register for the test.

Click the Individual Personal Care Assistant Training link located UNDER the Continuing Care –Disability Services. This takes you to the Individual Personal Care Assistance Training Home Page

MAKE A CHOICE-Take the course OR register to take the test - recommended

To take the course, click:

1. Take the course (this opens a new browser window and has the 9 module selections)

To register to take the test, click:

1. The drop down arrow to the right of the EVENT box (bottom of page)
2. Click on the PCA option
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.

Read the agreement box.

Check the box beneath the agreement if you understand the terms of the agreement (you cannot continue if you do not check the box).

Click the submit button to complete your registration.

After you submit your registration, the next page will give you a confirmation number. Using the email link allows you to take the test as many times as needed without registering again.

You may register more than once to take the test, but using the confirmation email link is easier.

Take the TEST

You must answer 20-25 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 to proceed to the test immediately after you register or you can use the link in the confirmation email Lea forwards to you.

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 go 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 the test
- Where the email certification link will be sent
- A link to the certification
- What modules you should review if you do not receive a passing score

Certificate of Completion

When you pass the test, you may print the certificate of completion right away. Print one or more copies for you and the district's records. Make sure ASEC receives a copy as well.

If you have any questions or issues, please email Lea and she will get back to you within 24 hours. (lea@asec.net)

Thanks to all who are involved in taking care of this requirement.