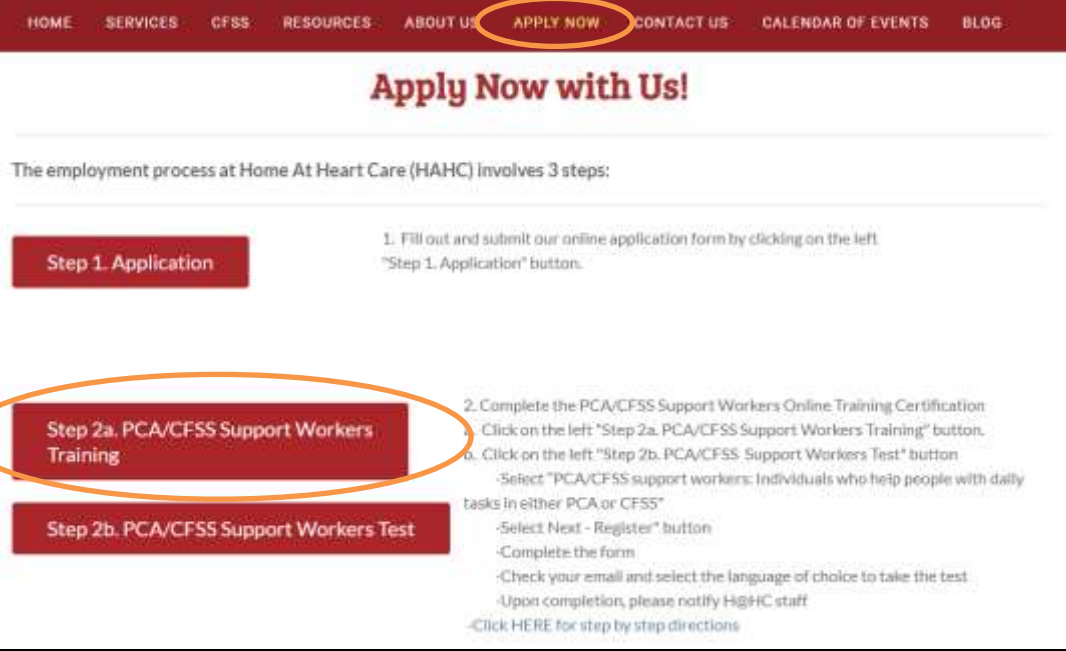
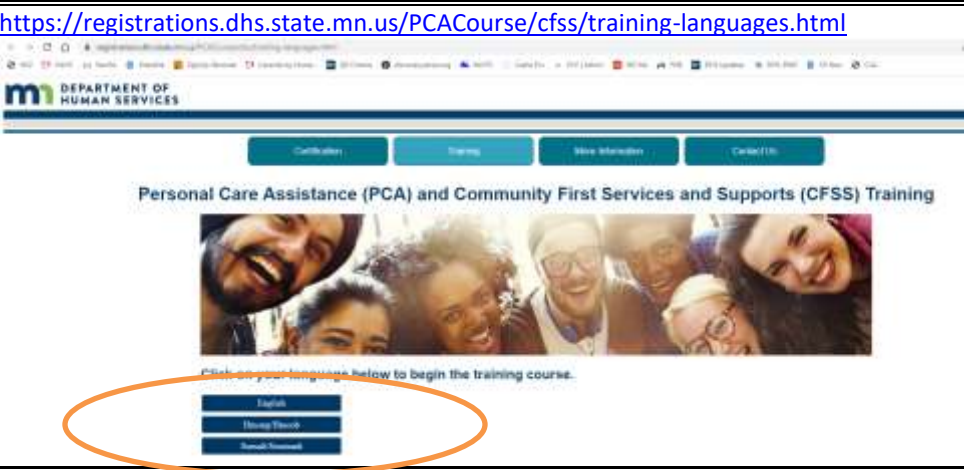
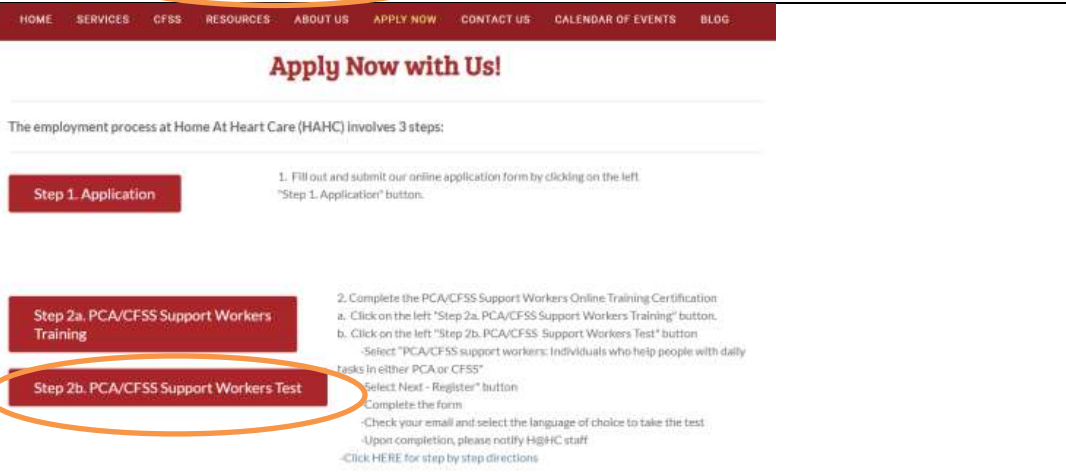


PCA Online Training (required prior to starting)

If you have previously taken this training, you may not need to take it again unless you are unable to locate your PCA Certificate #. H@HC needs the # to process your application.

Go to www.homeatheartcare.com and select Step 2 button or type the following address into your browser: <http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>

Steps	Illustration
Click on Step 2a	 <p>HOME SERVICES CFSS RESOURCES ABOUT US APPLY NOW CONTACT US CALENDAR OF EVENTS BLOG</p> <h3>Apply Now with Us!</h3> <p>The employment process at Home At Heart Care (HAHC) involves 3 steps:</p> <ol style="list-style-type: none">Step 1. Application 1. Fill out and submit our online application form by clicking on the left "Step 1. Application" button.Step 2a. PCA/CFSS Support Workers Training 2. Complete the PCA/CFSS Support Workers Online Training Certification a. Click on the left "Step 2a. PCA/CFSS Support Workers Training" button. b. Click on the left "Step 2b. PCA/CFSS Support Workers Test" button -Select "PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS" -Select Next - Register" button -Complete the form -Check your email and select the language of choice to take the test -Upon completion, please notify H@HC staff -Click HERE for step by step directionsStep 2b. PCA/CFSS Support Workers Test
Select language of choice & Complete the Training	<p>https://registrations.dhs.state.mn.us/PCACourse/cfss/training-languages.html</p>  <p>DEPARTMENT OF HUMAN SERVICES</p> <p>Guidelines Training View Materials Contact Us</p> <h3>Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training</h3> <p>Click on your language below to begin the training course.</p> <p>English Spanish Somali/Arabic</p>
Click on Step 2b.	 <p>HOME SERVICES CFSS RESOURCES ABOUT US APPLY NOW CONTACT US CALENDAR OF EVENTS BLOG</p> <h3>Apply Now with Us!</h3> <p>The employment process at Home At Heart Care (HAHC) involves 3 steps:</p> <ol style="list-style-type: none">Step 1. Application 1. Fill out and submit our online application form by clicking on the left "Step 1. Application" button.Step 2a. PCA/CFSS Support Workers Training 2. Complete the PCA/CFSS Support Workers Online Training Certification a. Click on the left "Step 2a. PCA/CFSS Support Workers Training" button. b. Click on the left "Step 2b. PCA/CFSS Support Workers Test" button -Select "PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS" -Select Next - Register" button -Complete the form -Check your email and select the language of choice to take the test -Upon completion, please notify H@HC staff -Click HERE for step by step directionsStep 2b. PCA/CFSS Support Workers Test

Select "PCA/FSS Support Worker" & Click on Next-Register

Personal Care Assistance (PCA) and Community First Services and

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 in

If you have further questions, please [click here for more information](#).

Take the test you need

There are three different tests for the three roles listed below. Please register for the test that fits your role. Select the correct test from the dropdown menu below. After you register, you will receive an email with 3

- PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS
- PCA Qualified Professional: Individuals hired by a PCA agency to serve as a QP during the transition year. DHS is also using this as the pre-training to register for the July PCA steps for success training.
- CFSS transition test for PCA agencies: Current PCA agency owners, managers and Qualified Professionals(QPs) who will continue in those roles in CFSS.

Next: Register

Complete the Form & Select on "I understand the terms" & Click on "Submit"

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

Complete the form below

Role: PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS

First Name:

Last Name:

Phone:

Work Address:

Office Email Address:

By completing 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 verifiable.
By continuing to use this system, I am representing myself as an authorized user.
 I understand the terms of this agreement.

Submit **Cancel**

Check your email & Select your preferred language

Tue 8/30/2022 8:59 AM

Dhs.dsd.learn@state.mn.us

"PCA/CFSS support workers" Registration Confirmation

To: YOUR EMAIL

Thank you for registering to take the certification test for PCA and CFSS workers. Before beginning the test, be certain it is the test you need to take. You need to pass this exam if you wish to provide PCA services through a PCA agency enrolled with DHS. If you are unsure if this is the correct test for you, ask your PCA agency, do not reply to this email.

Confirmation number: YOUR NUMBER WILL BE LISTED

Attendee: YOUR NAME

To take the certification test click on your preferred language:

[English - PCA/CFSS worker](#)

[Hmong - PCA/CFSS worker](#)

[Somali -PCA/CFSS worker](#)

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.

Click "Continue"

PCA/CFSS support workers

Welcome to the certification test for personal care assistance (PCA) and community first services and supports (CFSS) workers. If you are unsure if this is the correct test for you:

1. Ask your employer if this is the right test for you.
2. Visit [this interactive tool](#).

Taking the test:

1. Prepare for the test by completing the [PCA/CFSS support worker training](#)
2. Answer at least 20 out of 25 questions correctly.

When you are ready to begin, select continue.

Continue

Complete the Test	<p>Upon successful completion, a PCA # (PCAXXXXXX2020XXXX) will be assigned and a certificate will be emailed to you</p> <ul style="list-style-type: none">• Provide Your PCA # to H@HC Human Resources in one of the following ways:<ul style="list-style-type: none">○ Call 218-776-3508 (Toll Free: 866-810-9441)○ ShareFile: Click on the “Click to upload files” link on our apply now website • Scan & upload via secure link: CLICK TO UPLOAD FILES
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