

Minnesota Department of Human Services Disability Services Division

Individualized PCA Training User Guide

Find the course

1. Open **Minnesota Department of Human Services** Online Registration at <http://registrations.dhs.state.mn.us/> 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

1. To take the course, click on take the course (this open a new Browser window).
2. On a module link to begin reviewing course content
3. If you are done just hit the x on the right hand corner to close the window that way you can start registering to take the test

Register to take the test, click:

1. On the Personal Care Assistant (PCA) option hit the next register button. This opens the registration page
2. Complete the registration information
3. Enter and confirm a valid email address
4. Read the agreement information (**you cannot continue if you do not check the box**)
5. Click the submit button to complete your registration and get ready

Take the Test

You must answer 20 of 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. As you answer each question, 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.

Certificate of Completion

1. When you pass the test, you may print a certificate right away, you will also receive an email
2. Print one or more copies for your records
3. Give a copy to any agency that hires you to work as a Personal Care Assistant .