

PCA ONLINE ORIENTATION & EXAM

Welcome to the Minnesota Department of Human Services
Individual Personal Care Assistant (PCA) Training

All PCAs are now required by the Minnesota Department of Human Services to successfully complete a written examination. The exam is taken online. If you do not have access to a computer, you may use the library. You must have an email address so that the certificate can be sent to you to be printed. You must give Barnabas a copy of the certificate via email, mail, or by bringing it into the office. If you do not have an email address, you may have the certificate sent directly to training@barnabashealth.com and we will print a copy for you. This certificate is required for all PCA agencies. You may use a copy of this certificate for any other PCA agency.

Please follow the instructions below. Thank you.

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

Website: <http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>

Click on: **Take the Course**

Now that you have completed the training portion, you may proceed to the exam.

Return to the Registration page.

Scroll down to: **Events**

Click on: **Personal Care Assistant (PCA) begin registering**

Next: Click on **Next – Register** (blue button)

Then the registration will begin.

Enter all information; **do not forget** to click on the box that states you understand the terms of this agreement at the bottom of the page.

There are 25 questions. The exam will take about 15 minutes. You must read the questions carefully as there are some tricky ones. Make sure when the test is complete that you print a copy for your certificate and bring it into the office, or save it and send via email at the address provided above.