

Special Education Paraeducators Personal Care Assistant (PCA/CFSS) Certification

To: All New Special Education Paraeducators

From: Andrea Schuldt, Employee Services
763.506.1098

The Anoka Hennepin School District requires that all new Special Education Paraeducators complete the Personal Care Assistant (PCA/CFSS) certification test. As a district we want to ensure that you are satisfactorily trained to perform your job while working with and supporting students. We are committed to your professional development and success.

The PCA/CFSS certificate is obtained by passing an online 25-point multiple choice test through the Minnesota Department of Human Services (DHS). The test takes approximately 10-15 minutes to complete. To obtain certification, a para need only pass the test once, there is no need to retake the test on an annual basis. The test can be taken as many times as needed to pass. There is no cost to take the test.

If you already have a PCA/CFSS certificate, you will need to submit your certificate to me. See "Proof of Certification" below.

Certification Testing

Please work with your building Principal or Principal's Secretary for direction on completing this required training at your building or take the certification test on your home computer. See attached directions to access the test.

Proof of Certification

Provide an electronic copy of your PCA/CFSS certification to:
Andrea Schuldt at Andrea.Schuldt@ahschools.us

or send a hard copy through inter-school mail to:

Andrea Schuldt
Employee Services
Educational Service Center

How to access the test

1) **Register** on the Minnesota Department of Human Services (DHS) Personal Care Assistant (PCA) and Community First Services and Supports (CFSS) Training and Test website to take the PCA/CFSS Test. Enter the address below in your browser window.

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

2) In the **Event** box, click on the dropdown arrow and select “PCA/CFSS support workers”. Click **Next – Register**. Follow the instructions for registering. Use your **legal name** (no nicknames or abbreviations).

Complete the form below and click **Submit**.

Event: PCA/CFSS support workers begin registering on 02/23/20

First Name: *

Last Name: *

Phone: *

Email Address: *

Confirm Email Address: *

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.

3) You will receive an email from DHS that contains a confirmation number and a link to directly access the 25 point test. Click on your preferred language and it will take you to the test. You must correctly answer 20 out of 25 questions to pass. This test can be taken as many times as needed in order to pass.

Thank you for registering to take the certification test for PCA and CFSS workers. Confirm this is the test you need to take by asking your employer or reading the descriptions of the tests associated with this program.

Confirmation number: PCA/864236

Attendee: (Your name will appear here)

To take the certification test click on your preferred language:

[English](#)

[Hmong](#)

[Somali](#)

4) Once you have completed the test, you will receive an email with a “View Your Certificate” link. Click on that to view your certificate. Please print a copy of the DHS PCA/CFSS certificate for your records. Save this email for your records. Below is an example of a portion of the email.

CFSSPCA Test Certificate  Inbox x

Dhs.dsd.learn@state.mn.us

to me ▾

Congratulations, you have passed the test for PCA and CFSS workers!

[View Your Certificate](#)

Your certificate number is: CFSSPCA86423620200827

5) **Required** Proof of Certification: **FORWARD** the DHS email to Andrea.Schuldt@ahschools.us. Include your employee number (if known) and legal name in the subject line or in the body of the email for correct identification.