

Special Education Paraeducators Personal Care Assistant (PCA) 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) 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 certificate is obtained by passing an online 25-point multiple choice test through the Minnesota Department of Human Services. The test takes approximately 10-15 minutes to complete. To obtain certification, a para needs only to 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 certificate, you will need to submit your PCA 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 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) Individual Personal Care Assistant (PCA) training website to take the PCA Test. Enter the address below in your Firefox or Internet Explorer browser window.

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

2) Follow the instructions for registering. Use your **legal name** (no nicknames or abbreviations). Use your Anoka Hennepin e-mail address.

**The Minnesota Department of Human Services
Individual Personal Care Assistant Training**

Complete the form below and click Submit.

Event: Personal Care Assistant (PCA) begin registering on 03/09/10

First Name: *

Last Name: *

Phone: *

Email Address: *

Confirm Email Address: *

Preferred Spoken Language: ** Select **

Preferred Written Language: ** Select **

Reading Level: ** Select **

Need An Interpreter? ☐

Access Internet From: ** Select **

Level Using Computer: ** Select **

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.

Submit **Cancel**

3) Check the e-mail account you entered on the form. An email from DHS will contain a **CONFIRMATION NUMBER** and a link to directly access the 25 point test. You must correctly answer 20 out of 25 to pass. *This test can be taken as many times as needed in order to pass.*

**The Minnesota Department of Human Services
Individual Personal Care Assistant Training**

Thank you for registering for Individual PCA Program sponsored by DHS.

You are registered to attend:
Confirmation Number: Pers189565
Attendee: Cathy Husted

To take the certification test please click [here](#). To cancel registration return to the [registration screen](#).

Testing Tip

One test question may refer to an *Ombudsman*. This is a government official, who investigates, reports on and helps settle complaints.

4) Once you have completed the test, you will see a copy of your certificate of completion. Please print a copy of the DHS PCA Certificate for your records. You will also receive an email from DHS with directions on how to access the certificate. Save this email for your records. Below is an example of the email.

Congratulations, you have passed the PCA Certification Test! You may view your certificate at any time here:
View Certificate

<http://registrations.dhs.state.mn.us/pcaexam/CertificatePDF>.

Your certificate number is: PCA19156785678705

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

TROUBLESHOOTING (from DHS website)

1. Registration confirmation e-mail includes:

- Confirmation number used to cancel the registration
- Direct link to the certification test

2. Certification confirmation e-mail includes:

- Certificate Number required by PCA agencies before hire for PCA Provider Enrollment
- Link to certificates

Troubleshooting

Issue #1: Cannot access course

Possible Problem: Pop-up blockers are often the reason course information is unavailable.

Resolution: Turn off pop-up blockers for all browsers and toolbars that you have installed. Instructions for Internet Explorer and Firefox are included below.

Internet Explorer, go to:

1. TOOLS on the Internet Explorer Menu bar.
2. POP-UP BLOCKER to access the blocker settings.
3. TURN OFF BLOCKER to disable the blocker.

FireFox, go to:

1. TOOLS on the Firefox Menu bar to open dropdown menu.
2. OPTIONS to open the Options window.
3. CONTENT tab on the Options menu:

- Checkbox next to Block pop-up windows should be unchecked
- Click the checkbox to disable the blocker.

4. OK to save changes and close.