

# Friends & Family Homecare

## Required PCA Test Information

Dear Friends & Family PCAs:

Minnesota Health Care Programs (MHCP) now **requires** all individual personal care assistance providers (PCAs) to register for and pass a one-time Individualized Personal Care Assistance Training online test. This test is required by law and all PCAs must take it in order to provide PCA services. The training is FREE, available 24 hours a day, and the test may be taken as often as needed to pass. All PCAs must complete this training and submit a copy of their certificate of completion to us BEFORE beginning employment with our agency.

Persons taking the online training must have a computer with Internet access and a valid e-mail address. If you do not have internet access, you may visit your local library or workforce center to set up a free e-mail account, view the training, and take the test. E-mail accounts are free and are easy to set up.

Learning objectives for the individual PCA training include:

- Meeting the requirements of the 2009 Legislation
- Basic first aid
- Vulnerable adult/children maltreatment
- OSHA universal precautions
- Basic roles and responsibilities of an individual PCA

To view the training program, you will need to visit the website below and follow the prompts to read through the nine modules. Registration is not required to view the modules. You can view the modules in any order and may return to the information in the modules as needed.

[http://registrations.dhs.state.mn.us/PCACourse/index\\_en.htm](http://registrations.dhs.state.mn.us/PCACourse/index_en.htm)

After reading through the modules, you will need to register to take the test at the website below. There are 25 questions in the test and you must answer 20 correctly to receive a passing score. You can take the test as many times as needed to pass, however, you must register each time you take the test. If you take the test more than one time the questions may look different each time. The questions are from a question bank and are generated randomly. To register for and take the test, please go to this website:

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

Upon completion of the test, it is important that you print a copy the Certificate of Completion. You are required to send a copy of this certificate to us and to keep one for your records. DHS will also send you a copy of the certificate to the e-mail used to register for the test. You can fax the certificate to 763-390-0030, email it to [cheryl@friendsandfamilyhomecare.com](mailto:cheryl@friendsandfamilyhomecare.com), or mail it to us at the address listed below.

If you have any questions, please don't hesitate to call. You can reach Cheryl at 763-202-7722.

Thank you!