

PCA worker standardized training

Page posted: 11/4/13	Page reviewed:	Page updated: 2/10/23
Legal authority	Minn. Stat. §256B.0659, subd.11(a)(8)	
Background	<p>The 2009 Minnesota Legislature required all PCA workers to complete standardized training. DHS developed an online PCA worker training that meets this mandate.</p> <p>The online PCA worker training is available to anyone who wishes to provide PCA services. The training consists of modules and a certification test.</p>	
Updates to training and test	<p>On April 16, 2020, DHS updated the PCA training and test. DHS is preparing to transition from PCA to Community First Services and Supports (CFSS). The updated training and test cover material on PCA and CFSS so new workers do not have to take two trainings and tests. For more information, see PCA Manual – Updates to training and test for PCA workers.</p>	
Overview	<p>PCA workers are required to complete the DHS training before completing the Minnesota Health Care Programs (MHCP) enrollment process as an individual PCA worker.</p> <p>PCA workers must complete the competency test with a score of 80% or higher. To take the training and test, visit DHS PCA and CFSS Training and Test, select “PCA/CFSS support workers” and click Next – Register.</p>	
Secondary information	<p>The training:</p> <ul style="list-style-type: none"> • Is available online, 24 hours a day • Is free to the public • Offers a separate test-out process. <p>PCA workers receive a certificate after successful completion of the test. The worker may use the certificate as many times as needed for employment with one or more PCA provider agencies.</p>	
PCA provider agency responsibilities	<p>PCA provider agencies are responsible to:</p> <ul style="list-style-type: none"> • Obtain a copy of the certificate of completion to ensure PCA workers have taken and passed the required training • Provide DHS with a copy of the certificate during the enrollment process. <p>DHS allows PCA provider agencies to make resources available for their employees to:</p> <ul style="list-style-type: none"> • Review the online modules • Take the required test. 	
Additional resources	<p>Workers affiliated with a provider agency PCA workers affiliated with a PCA provider agency should contact their PCA provider agency with questions. If the provider agency is unable to answer the question, the agency may contact the MHCP Provider Resource Center.</p> <p>Workers not affiliated with a provider agency Questions about training and test PCA workers not affiliated with a PCA provider agency can email dhs.dsd.learn@state.mn.us with questions regarding the PCA and CFSS training and test.</p> <p>Finding an agency PCA workers not yet affiliated with a PCA agency can find a list of PCA provider agencies by:</p> <ol style="list-style-type: none"> 1. Reviewing the Minnesota Health Care Provider Directory 2. Searching for a provider by TYPE, by selecting Personal Care Services 3. Searching for an agency by any criteria, such as county or zip code. <p>Requesting a copy of a training certificate If the worker cannot locate a copy of their training certificate, they should:</p>	

- | | |
|--|--|
| | <ol style="list-style-type: none">1. Search their email for a message from dhs.dsd.learn@state.mn.us with a link to their certificate2. Use the certificate lookup option at the bottom of the DHS PCA and CFSS Training and Test3. Request a copy of their PCA/CFSS certificate by submitting the PCA Certificate Form – Request A Copy. |
|--|--|