



20730 Holyoke Ave. #125  
P.O. Box 565  
Lakeville, MN 55044

Phone: 952-985-0672  
Fax: 952-985-0675  
www.integrahc.com

## PCA/CFSS ONLINE TRAINING GUIDE

PCA/CFSS online training is a state requirement by the Department of Human Services.

**You may not become a PCA/CFSS worker in the state of Minnesota until you have taken the free course, passed the test and received your certificate.** Your agency may also have additional requirements in place prior to you providing services to a person receiving services.

Upon successful completion of the course and test you will receive a certificate for you to print/save and an email confirmation. It is the responsibility of the worker to present their certificate to their employer.

When you have completed the test, please email your certificate to [staffing@integrahc.com](mailto:staffing@integrahc.com) or fax it to 952-985-0675. Your certificate will be required prior to Integra scheduling your new hire orientation.

### INSTRUCTIONS FOR TAKING THE TEST

#### Step 1: Take the Course

1. To access this training please go to: <http://registrations.dhs.state.mn.us/>
2. To register for (PCA) and (CFSS) training and test click on the [PCA/CFSS](#) hyperlink.
3. Once on the training and test site click on the "free PCA/CFSS training" link.
4. Click on PCA and CFSS Workers training.
5. Select your language preference.
6. Start the course. It will take you through a series of slides with questions following each topic. It is important to take the course all the way through as it has valuable information to your position as a PCA/CFSS worker.

#### Step 2: Register To Take Your Test

1. After you have completed the course go back to the training and testing site. Select the "Certification" button at the top of the page. If you are not finding this button simply repeat 1 and 2 in step one above.
2. Under **take the test you need** select the top option "PCA/CFSS Support Workers: Individuals who help people with daily tasks in either PCA or CFSS".
3. Click "Next – Register".
4. Fill in the required fields with your information.
5. After reading & acknowledging the agreement click "submit".
6. You will receive an email for the next steps in taking the test. By selecting your language preference you will be redirected to the testing page.
7. Click "continue" to take test. There is a total of 25 questions. You must answer 20 correctly in order to pass. You may take the test as many times as you need to.
8. Once completed you will have the option to print off your certificate. You will also be emailed a copy of your certificate as well.