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## PCW ONLINE TRAINING GUIDE

PCW online training is a state requirement by the Department of Human Services. You may not become a PCW in the state of Wisconsin until you have taken the free course, passed the test, and received your certificate. A Plus Home Care, Inc. also has 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 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 [hr@apluswi.com](mailto:hr@apluswi.com) or fax it to 414-327-4307. Another option is to drop it off at our office.

### 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. Select Individualized Personal Care Assistance Training.
3. Once on the training and test site click on the “training” button.
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. If you cannot by closing out of the course and selecting the “certification” button. Note, if you are not finding this button simply repeat 1 and 2 in step one.
2. Under events select “PCA/CFSS Support Workers.”
3. Fill in the required fields with your information.
4. After reading & acknowledging the agreement click “submit.”
5. 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.
6. Click “continue to take the test.” There is a total of 25 questions. You must answer 20 correctly to pass. You may take the test as many times as needed to pass.
7. Once completed you will have the option to print off your certificate. You will also be emailed a copy of your certificate as well.