

LIFE FOUNTAIN

**How to obtain your CFSS/PCA
Certificate
Step-by-Step Guide**

Step 1: Go to the Following Site

MNDHS

Personal Care Assistance (PCA) and
Community First Services and Supports (CFSS)
Training and tests

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training and Tests

Welcome

Welcome to the Minnesota Department of Human Services (DHS) training for the Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) programs. DHS requires many of the people involved in PCA and CFSS to pass this free test. Select the test from the menu below for instructions on completing that test.

Before taking the exam, we recommend taking the [free PCA/CFSS training](#) to help prepare you to pass.

If you have further questions, please [click here for more information](#).

Take the test you need

There are three different tests for the three roles listed below, so please register for the test that fits your role. Select the correct test from the dropdown menu below. After you register, you will receive an email with the link to the training and the exam.

- ☐ PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS
- ☐ PCA Qualified Professional: Individuals hired by a PCA agency to serve as a QP during the transition year. DHS is also currently using this as the pre-training to register for the PCA steps for success training.
- ☐ CFSS transition test for PCA agencies: Current PCA agency owners, managers and Qualified Professionals(QPs) who will continue in those roles in CFSS

Next - Register

Certificate Lookup

Fill in the form below to find your certificate on file.

Email *

First Name: *

Last Name: *

Find Certificate

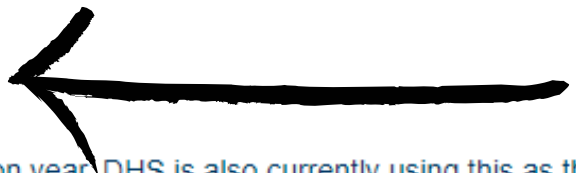
Step 2: Select the correct Test

PCA/CFSS Support workers: Individuals who help people with daily tasks in either PCA or CFSS

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Next - Register

Step 3: Register for the test

Enter all of your information into the required fields

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training and Tests

Complete the form below and click Submit.

Event: PCA/CFSS support workers: Individuals who help people with daily tasks in either PCA or CFSS

First Name: *

Last Name: *

Phone: * 

Email: *

Confirm Email: *

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.
- Any misrepresentation in the information submitted on this registration may be cause for denial or termination as an enrolled Medical Assistance (MA) provider
- Any activity on this system may be monitored or accessed by the State of Minnesota or other authorized officials at any time. This includes any data created or stored using this system. All such data is subject to the Minnesota Data Practices Act.
- Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies.
- Use of this system without appropriate authority, or in excess of authority, may result in disciplinary action, criminal sanctions and/or other appropriate action.
- I will notify the Department of Human Services of any changes to this information
- I will report suspected violations and unauthorized use to 651-431-2100.

☒ I understand the terms of this agreement.

Submit

Cancel



CHECK THE BOX AND SUBMIT YOUR REGISTRATION!

Step 4: Submit your registration

After you have completed entering all of your information into the required fields, submit your registration.

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training and Tests

Thank you for registering. Please check your email for your next steps.

step 5: Access the training module

**With this link you will be able to watch the
training video provided by DHS**

Certification

Training

More Information

Contact Us

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training



Click the link below to begin the training.

PCA and CFSS Workers Training

Personal care assistance (PCA) and Community First Services and Supports (CFSS) workers are required to pass a certification test. This training will prepare you to take the exam. You may take the training as often as needed. The training and certification exam are both free for you to take. Click the above link to begin training.

Determine which training below you need to take.

The transition of PCA agencies to [Community First Services and Supports \(CFSS\)](#) agencies will begin this year.

Current PCA agency owners, managers and qualified professionals who will continue in their role in CFSS need to take the [CFSS transition training for PCA agencies](#). After completing the training, register for and pass the test. Your certification email will contain instructions on your next steps. All owners, managers and QPs at an agency need to pass the test separately.

Qualified professionals who have not yet completed Steps for Success must take the [PCA qualified professional training](#) in order to serve as the QP for someone still using PCA.

DHS is using the qualified professional training as the pre-training until CFSS rolls out.

step 6: Select your language and start training module

**Select your desired language and then begin
the training module.**

Certification

Training

More Information

Contact Us

Personal Care Assistance (PCA) and Community First Services and Supports (CFSS) Training



Click on your language below to begin the training course.

English

Hmong/Hmoob

Somali/Soomaali



Step 7: Complete the training module

You may begin the training, and you will also be required to answer questions throughout the module.



Community First Services and Supports (CFSS) Personal care worker

[Start Course](#)

1.13a

Step 8: Follow the instructions throughout the module

**There will be a beginner-friendly tutorial on
how to go navigate the training course.**

Navigation



◀ BACK

using the next and back buttons.



NEXT ▶

Step 9: Complete the Module and Take Test

After you have completed the training module/course, you may access your email inbox. You should have an email from DHS with your link to take the test.

"PCA/CFSS support workers" Registration Confirmation



Dhs.dsd.learn@state.mn.us

To



Mon 4/22/2024 12:07 PM

Thank you for registering to take the certification test for PCA and CFSS workers. Before beginning the test, be certain it is the test you need to take. You need to pass this exam if you wish to provide PCA services through a PCA agency enrolled with DHS. If you are unsure if this is the correct test for you, ask your PCA agency, do not reply to this email.

Confirmation number:

Attendee:

To take the certification test click on your preferred language:

[English - PCA/CFSS worker](#)

[Hmong - PCA/CFSS worker](#)

[Somali -PCA/CFSS worker](#)

Select your desired
language for your
exam

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.

Step 10: Complete your exam!

After selecting your language, you will be taken to a new window. Here you will start your exam.

PCA/CFSS support workers

Welcome to the certification test for personal care assistance (PCA) and community first services and supports (CFSS) workers. If you are unsure if this is the correct test for you:

1. Ask your employer if this is the right test for you.
2. Visit this interactive tool.

Taking the test:

1. Prepare for the test by completing the PCA/CFSS support worker training
2. Answer at least 20 out of 25 questions correctly.

When you are ready to begin, select continue.

Continue

Step 11: Pass the Exam

Receive a passing score on the exam. You can retake it multiple times until you pass. You must get 20/25 questions correct to pass.

Step 12: Obtain your PCA/CFSS Certificate

Once you have passed your exam, DHS will send you a copy of your new PCA/CFSS certificate via email.

Congratulations, you have passed the test for PCA and CFSS workers!

[View Your Certificate](#)

Your certificate number is: 1

Save this email

- Save this email for future employers and your reference
- Your certificate will not expire
- You may use the certificate as many times as needed for employment as a PCA or CFSS worker
- This certificate is only valid in the state of Minnesota

Next steps for the newly certified Personal Care Assistant (PCA) worker

- If an agency or a person already hired you, give a copy of this certificate to them.
- If you want to find a job with an agency or person
 - You can visit You can find a provider agency in the [Minnesota HealthCare Provider Directory](#) to work for. Select 'Personal Care Services' from the drop-down menu. Contact the agency you are interested in and apply for a job at that agency.
- Once you have connected with an employer, they will help you with the next steps, which includes passing a background study.

If the person you want to support needs more information on accessing PCA services, that person can visit [The Department of Human Services page on PCA](#).

Community First Services and Supports (CFSS)

Anyone who passes the combined PCA and CFSS worker test will be eligible to work as a CFSS worker when CFSS begins. DHS will issue more information on this process later.

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**Step 13: Send your NEW PCA/CFSS Certificate to Life
Fountain**

**Please send your NEW Certificate to Life
Fountain via email - reception@lifohhc.com**