**North County Home Care II**

**Hiring Process**

Due to the new state regulations all prospective employees must get the following things into the office to start the hiring process. This information will be used by NCHC to initiate a background study.

 **\*NCHC application form**

 **\*Copy of your Driver’s License and Social Security Card**

After NCHC receives these items we will initiate the background study. You will then be required to come into either the Zimmerman office or choose another Fingerprinting Agency to get your fingerprints and photo taken. This must be completed within 14 days.

Once the background study clears you will be called by me to complete orientation.

 **Please Bring The Following Items To Orientation**

*(Orientation will take about 1 hour)*

\***Copy of PCA Certificate**

**\*Direct Deposit Info - account number and routing number**

**\*Copy of CPR/First Aid Card (if you have one)**

**\*Copy of current Auto Insurance($100,000 per person/$300,000**

 **per accident at minimum required to transport clients)**

**PLEASE REMEMBER TO BRING ALL OF THE ABOVE REQUIRED DOCUMENTS TO ORIENTATION**. **IF YOU DO NOT HAVE THEM WITH, WE WILL HAVE TO RESCHEDULE YOUR ORIENTATION!!**

 Questions, Please Call

North Country Home Care II INC.

763-856-9955

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|  **Mandatory training for all employees: Individualized PCA Training** **Minnesota Department of Human Services Training 2017**   |

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| **PCA Training** |

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| 1. Open [Minnesota Department of Human Services Online Registration](http://registrations.dhs.state.mn.us/) at  **http://registrations.dhs.state.mn.us/** to access the course or register for the test.  Click on DHS/Registration2. Click the Individualized Personal Care Assistance Training link located under the Continuing Care –  Disability Services heading. This takes you to the Individualized Personal Care Assistance Training Home page.  |
| **Make a choice: Take the course or register to take the test** |

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| **To take the course, click:**1. Take the Course (this opens a new browser window). 9 modules to review.2. The middle blank square in the upper right hand corner of the modules to make the content fill the  browser window.3. On a module link to begin reviewing course content. 4. The X in the upper right hand corner of the modules window to close the course content module when you are done. This allows you to view the Individualized Personal Care Assistance Training home  page. |
| **To register to take the test, click:** 1. The drop down arrow to the right of the Event box.2. On the Personal Care Assistant (PCA) option.3. The Next-Register button. This opens the Registration page. |
| • Complete the registration information (Fields and questions with an asterisk\* are required and you must complete them) |

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| • Enter and confirm a valid email address (your confirmation number and certificate link are sent to that  e-mail address) |

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| • Read the agreement information (use the scroll bar to the right of the field to move up and down in the  (box) |

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| • Check the box beneath the agreement if you understand the terms of the agreement  (you cannot continue if you do not check the box) |
| 4. The Submit button to complete your registration.  |
| After you submit your registration, the next page will give you a confirmation number. You will also receive an email with this number and the link to the test. You may use the confirmation number cancel a test registration, or you can click the link provided to take the test immediately. Using the email link allows you to take the test as many times as needed without registering again. You may register more than once to take the test, but using the confirmation email link is easier. |
| **Take the test** |

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| You must answer 20 of 25 questions correctly to pass the test. You may take the test as many times as needed. There is no required wait time between tests. Again, there is a link provided to proceed to the test immediately after you register or you can use the link in the confirmation email sent.  |
| As you answer each question, the system will tell you if the answer is correct or incorrect. The system will **not** tell you the correct answer. After you answer the last question, you will go the Results page where you will receive your score and whether or not you have passed the test.    |
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| **Certificate of completion** |

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| When you pass the test, you may print a certificate of completion right away. You will also receive an  e-mail with a link to the same certificate.  |
| 1. Print one or more copies of the Certificate of Completion for your records.2. Give a copy to any agency that hires you to work as a personal care assistant. The certificate provides information required by employing agencies before hire such as: |
| • Your name |

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| • Date you passed the test  |

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| • Certificate number |
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| http://www.dhs.state.mn.us/main/groups/dev/documents/webasset/blank.gif |
| **E-mail notices**: After you register for the test, you will receive two types of e-mails from  Dhs.DSD.Learn@state.mn.us:1. Registration confirmation e-mail which includes:* Confirmation number used to cancel the registration
* Direct link to the certification test

2. Certification confirmation e-mail includes:* Certificate Number required by PCA agencies before hire for PCA Provider Enrollment
* Link to certificates

If you still have problems with the course, e-mail questions to dhs.dsd.learn@state.mn.us or call (651) 431-2400. |
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