

Paraprofessional Tutorial/Test Required for  
MA (Medical Assistance) Billing

- 1) Website address: <http://registrations.dhs.state.mn.us>
- 2) The Minnesota Department of Human Services Individual Personal Care Assistant (PCA) Training.
- 3) Complete the registration information, submit, your test will appear.
- 4) Choose: Take the Course
- 5) Listen to each module in the training, passing with 20 out of 25 correct. If needed, you may keep taking the test until you pass.
- 6) When finished with the tutorial then the Minnesota Department of Human Services Individual Personal Care Assistant Training page should appear.
- 7) A certificate will automatically appear, print 2 copies, one for your district personnel file, and send the second copy to:

Northern Lights Special Education Cooperative  
Attn: Mary Borden  
302 14<sup>th</sup> Street  
Cloquet, MN 55720

October 2016