

PCA Online Training (required prior to starting)

If you have previously taken this training, you may not need to take it again unless you are unable to locate your PCA Certificate #. H@HC needs the # to process your application.

Go to www.homeatheartcare.com and select PCA Online Training or type the following address into your browser: <http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnitID=16>



Apply Now with Us!

The employment process at Home At Heart Care (HAHC) involves these steps:

1. Fill out and submit our online application form below.

2. Complete:

- PCA Online Training to obtain PCA Certification via email.
- Fingerprint/Photo ID Background Study - Call our HAHC Office in Clearbrook at 218-776-3508 (Toll Free: 866-810-9441) to schedule an appointment

- Click **Take the Course** and follow instructions
- Upon completing the training modules, return to the PCA Online Training Link
 - Click on **Next-Register** to take the test
 - Complete the form; provide an e-mail address that you can access
 - Review and check the box, "I understand the terms of this agreement"
 - Click on **Submit**
 - Notice the registration code (PersXXXXXX). (this is not the certificate #)
 - Select your preferred language
 - Follow instructions through the test
 - Upon successful completion, a PCA # (PCAXXXXXX2017XXXX) will be assigned and a certificate will be emailed to you
- Provide Your PCA # to H@HC Human Resources in one of the following ways:
 - Email info@homeatheartcare.com
 - Call 218-776-3508 (Toll Free: 866-810-9441)
 - Fax 218-776- 3507 (Toll Free Fax: 866-810-7008) (fax is always on 24/7)
 - Mail to: H@HC Human Resources, P.O. Box 183, Clearbrook MN 56634