

PCA Required Training

CPI Training

- Training is required yearly.
- sign up for a “Refresher” training if previously trained and current certification within the last year.
- If this is your first time taking CPI, you will need to sign up for a “Initial” training.
- Questions Regarding CPI training can be directed to Kelly Foehrkolb.
kfohrkolb@northfieldschools.org
- ALL PCAs are required to be certified.

Sign up Link:

[CPI Training Sign Up](#)

CPR/1st Aid & Body Mechanics Training

CPR/1st Aid & Body Mechanics training is required for ALL PCAs. (Certification is good for 2 years.)

- Body Mechanics Training is required only for new staff.
- If you have completed your CPR training elsewhere, please send a copy of your certificate to the Special Services Office.
- Training will be offered **August 20th & 21st, November 5th, and January 28th.**
- Questions regarding CPR training may be directed to the Special Services Office.

Sign up Link:

[CPR/ 1st Aid Training Sign Up](#)

Bloodborne Pathogen Training

Training is required for all PCAs.

- Training is required yearly.
- Time to complete training will be provided on August 28th during the PCA training session.
- Access online: Start at the district web page. Select Departments then Building & Grounds. At the bottom of the page, click on “Masterynet Online Training for District Employees”. Use your first initial and last name for ID.
- Questions Regarding Bloodborne Pathogen Training can be directed to Elizabeth Bade. ebade@northfieldschools.org

PCA Certification

All PCAs are required to be PCA certified by the Department of Human Services.

- The certification test is required to be taken only **one time**, not annually.
- If you have previously completed the training, please send a copy of your certificate to the Special Services Office.
- After completion please send a copy of your certificate to the Special Services Office or forward the email with the certificate to Jordan Streiff. jstreiff@northfieldschools.org
- Questions regarding PCA Certification can be directed to Teresa Rome. trome1@isd77.org

- **Plases access the instructions here:**

[PCA Certification Instruction](#)

- Please Access the study Guide Here:

[PCA Study Guide](#)

Bullying Prevention: All Staff upon hire and every three years. This will be offered in the 2nd week of September during Wednesday PLC Time.

Please contact the Special Services Offices with any questions:

507.645.3410

1400 Division Street South

Northfield, MN 55057

507.645.3410

jstreiff@northfieldschools.org

Fall Training Sessions for PCA staff

Monday August 27: PCA Training

Time	Activity	Location	People in charge
7:30-9:30 AM (doors open at 7)	District Welcome and Breakfast (optional) *	MS Cafeteria	Matt Hillman
9:45-11:30 AM Following the opening program	Building staff Meetings (optional) *	At each building	Principals
11:30 AM-12:30 PM	Lunch (unpaid)		
12:30-3:30 PM	Trainings - Required	HS Lower Cafeteria	Cheryl Hall/Sara Pratt/ Kelley Foehrkolb
3:30 PM	Done for the day!		

* Paid if you choose to attend

Tuesday August 28: PCA Training (ALL other EAs see notes below)

Time	Activity	Location	People in Charge
7:30	Welcome	HS Lower Cafeteria	Cheryl Hall/Sara Pratt
7:35-8:05	Bus Updates/lift training (Required for all PCA's working in LI, DCD, ASD, EBD, Bus Supervision)	HS Lower Cafeteria	Benjamin Busing
8:05-8:25	Lifting	HS Lower Cafeteria	Jamin Sawyer, PT
8:30-8:45	MA billing Updates- (Required for all PCA's)	HS Lower Cafeteria	Treasa Rome, MA Billing Consultant
8:45-9	travel back to buildings	Travel time	
9-11:30	Teachers and PCAs: review IEP/programing Disability Specific Training (Required for all PCAs)	Assigned Buildings	Special Education Case Managers and Related Service Providers.
11:30-12:30	Lunch (on your own) or time complete Required online training*	Computer lab in your building	On your own, turn in certificates of completion to Special Services Office

12:30-1:30	Complete Required online training session (if lunch taken) or done for the day	Computer lab in your	On your own, turn in certificates of completion to Special Services Office
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*If lunch is taken from 11:30 to 12:30, you are required to return and complete the online training.