

Please refer to the following information regarding required training for the PCA role.

PCA Certification

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

There is a NEW PCA Certification as of 2021.

[New hires and team members still in need of the new certification will receive an email to complete the certification.](#)

The certification test is required to be taken only **one time upon hire or if your job title has changed from gen ed EA to PCA**, not annually.

- If you have previously completed the NEW 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 to Jordan Streiff. jstreiff@northfieldschools.org (**DO NOT** forward the email with the certificate, must send a pdf copy)
- Questions regarding PCA Certification can be directed to Teresa Rome. trome1@isd77.org
- **Plases access the instructions here:**

[PCA Study Guide](#)

[PCA Certification Test](#)

Safe Schools Training

All Special Education Staff are required to complete the following trainings:

- Bloodborne Pathogen Exposure Prevention (20 mins)
- Child Abuse: Mandatory Reporting (32 mins)
- FERPA: Confidentiality of Records (14 mins)

- Bully Prevention (50 mins, taken once every 3 years)
- **Restraint and Seclusion (22 mins) (*SpEd Specific training*)**

You can access Safe Schools from the bottom of the Buildings and Grounds page on the district website, or through this [link](#).

- ➔ Your username and password are both first initial last name
- ➔ must watch video till end (through long pause at end) to receive credit

Safety Care Training (previously CPI)

- Training is required yearly.
- Sign Up emailed directly to you from facilitator, Kelley Foehrkolb
- sign up for a “Refresher” training if previously trained and current certification within the last year.
- If this is your first time taking Safety, you will need to sign up for an “Initial” training.
- Questions Regarding Safety Care training can be directed to Kelly Foehrkolb.
- ALL PCAs are required to be certified.
- **An email will be sent once additional training dates have been determined**

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.
- **An email will be sent once additional training dates have been determined**