



BACHELOR of SOCIAL WORK Program Student Handbook

Program Mission:

The Bachelor of Social Work program aspires to prepare students with the values, skills, and knowledge necessary to be generalist social work practitioners in today's world.



Welcome to the WSU BSW Social Work Program!

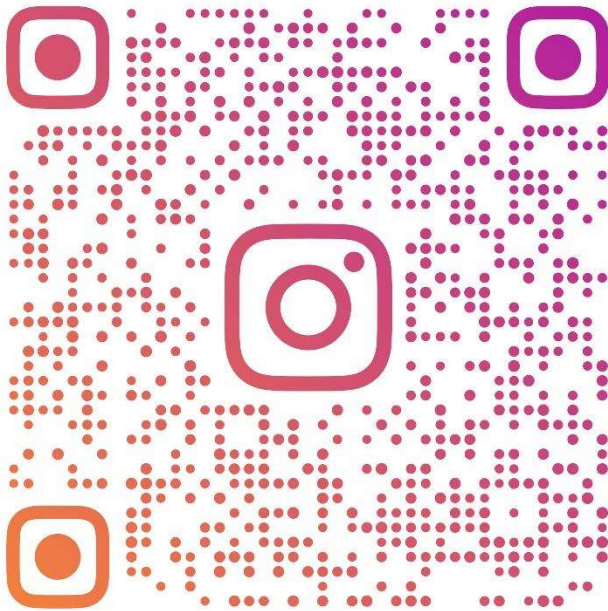
We are excited to have you join us for your social work education journey. The program will prepare you for career opportunities across the social work spectrum from child welfare to aging services. Our faculty designed the program to meet your preferred learning needs through both a traditional face-to-face option in Winona and a hybrid option in Rochester.

I am happy to talk with you about the WSU BSW Program. Please reach out to me at ceaton@winona.edu.

Charissa Eaton

Charissa Eaton, PhD, MSW
Professor, Department Chair, and BSW Program Director

Follow us on Instagram!



WSU_SOCIALWORKBACHELORS

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Part I. General Information

MISSION

The Bachelor of Social Work program aspires to prepare students with the values, skills, and knowledge necessary to be generalist social work practitioners in today's world.

VISION STATEMENT

The Bachelor of Social Work Program prepares generalist practitioners to work in entry-level settings with any population. The program educates students to be lifelong learners and active participants in a global society. The program prepares students with interpersonal, critical thinking, and leadership skills necessary for addressing social change through a trauma informed lens. The program focuses on community engagement and commitment to social change needed to alleviate poverty, discrimination, and oppression.

The program models learning through active involvement in local and global communities and engaged learning that promotes social work values of worth and dignity of the person, integrity, importance of human relationships, social, environmental, and economic justice, and competence as evidenced by the NASW Code of Ethics and the 2022 CSWE EPAS.

BSW PROGRAM GOALS AND OUTCOMES

The BSW program goals arise out of the program's mission statement and are intended to operationalize the values imbedded in the program mission. These program goals (the same across all options) are as follows:

1. The program will prepare students to practice as generalist social workers with individuals, families, groups, organizations, and communities.
2. The program will prepare students to utilize self-awareness and reflection to continually enhance practice.
3. The program will prepare students to practice in a manner that is culturally responsive to support diversity, equity, and inclusion.
4. The program will prepare students to understand the interrelationships among people and systems to dismantle unjust systems for social change.
5. The program will prepare students to advocate with and for people who are vulnerable, disenfranchised, oppressed, and underrepresented.

ANTI-RACISM, DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The Winona State University Bachelor of Social Work program is dedicated to learning about and understanding anti-racism, diversity, equity, and inclusion (ADEI). The BSW program utilizes the CSWE (2022) definitions of anti-racism, diversity, equity, and inclusion:

Anti-racism: A process of actively identifying and opposing racism. The goal of anti-racism is to challenge racism and actively change the policies, behaviors, and beliefs that perpetuate racist ideas and actions.

Diversity: The presence of differences that may include age, caste, class, color, culture,

disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status.

Equity: Fair treatment, access, opportunity, and advancement, recognizing that all people do not all start from the same place. Equity is achieved by promoting justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems. Actively addressing equity issues requires understanding the root causes of outcome disparities in our society and making adjustments to imbalances.

Inclusion: The act of creating environments in which individuals and groups are engaged, respected, valued, and supported through the elimination of practices and behaviors that result in marginalization. Inclusion is achieved when all people are welcomed to fully participate.

The BSW faculty acknowledge that our Winona and Rochester campuses are situated on the ancestral lands of the Dakota people. We acknowledge and honor the Dakota Nations and the sacred land of all indigenous peoples (<https://www.winona.edu/about/mission/>).

The department is determined to actively recruit both faculty and students from diverse backgrounds. Faculty work to incorporate content that addresses issues faced by diverse and oppressed groups in classroom materials. The impact of individual and institutional oppression, and the need for social justice/social change are woven throughout the curriculum. Faculty work to create a welcoming environment and to meet the needs and special interests of all diverse students within the BSW program.

OVERVIEW OF THE BACHELOR OF SOCIAL WORK PROGRAM

Winona State University's Bachelor of Social Work (BSW) Program has been accredited by the Council on Social Work Education (CSWE) since 1984. The BSW Program serves students on both the Winona and the Rochester (Hybrid) campuses. The BSW office is in Maxwell Hall 250 (507-457-5420).

The WSU BSW program offers two options - Rochester Hybrid and Winona. Our Rochester Hybrid option combined synchronous and asynchronous online learning with four required in-person, evening learning labs each semester. Our Winona option is a traditional face-to-face learning experience.

Students who declare the social work major will be assigned a faculty advisor in the BSW Program. Students are encouraged to meet with their advisor on a regular basis during the school year. After completing a series of pre-program foundation courses, declared majors can apply for admission into the BSW Program. Acceptance into the BSW Program is a prerequisite to enrolling in core social work courses. Once an application has been approved, **declared** social work majors then become **formally accepted** into the program.

FACULTY

Dr. Ruth Charles, Professor and IV-E Child Welfare Coordinator
Maxwell 269, 507-457-5674, and rcharles@winona.edu

Dr. Charissa Eaton, Professor, Department Chair, and BSW Program Director
Maxwell 267, 507- 457-5563, and ceaton@winona.edu

Dr. Mary Kirk, Associate Professor and Rochester Hybrid Coordinator
Maxwell 265 and Rochester ST 131, 507- 457-5432 and mkirk@winona.edu

Dr. Ann Lichliter, Assistant Professor and Rochester Hybrid Field Coordinator
Rochester ST 130, 507-285-7419, and ann.lichliter@winona.edu

Dr. Robert (Jay) Palmer, Professor
Maxwell 275, 507-457-5562, and rpalmer@winona.edu

Dr. Anne Vande Berg, Professor and BSW Field Director
Maxwell 273, 507-457-5401, and avandeberg@winona.edu

Brittany Vega, Assistant Professor
Rochester ST 131, 507-285-7443, and brittany.vega@winona.edu

More information on Winona State BSW faculty can be found at
<https://www.winona.edu/socialwork/faculty.asp>.

STUDENT ASSOCIATION OF SOCIAL WORKERS

The Student Association of Social Workers (SASW) is a pre-professional student club for all students interested in the field of social work with chapters on each campus. Members are encouraged to be active participants in the Social Work's program development as well as campus and community activities. SASW offers peer support, community service, public speaking and educational engagements, fund-raising events, and social activities. These experiences form a foundation for entering the professional field of social work. Anyone wanting information on becoming involved can obtain contact information from the BSW office at 507-457-5420 or ask your advisor.

The SASW on each campus assign student representatives to the social work department to attend departmental meetings. If there are concerns or questions regarding the policies and procedures of the social work program, students may go through the SASW executive board to place their concerns. Students are encouraged to use these representatives and allotted time to voice their concerns about policy change or implementation.

PHI ALPHA TAU NU HONOR SOCIETY

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

Winona State University Social Work chapter – Phi Alpha Tau Nu is open for application to all social work majors on the Winona and Rochester campuses who meet the following requirements:

- Admitted to the Social Work Program

- Completed 9 semester hours of required social work courses and at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and
- Rank in the top 35% of their class.

Applications are accepted once per year in the Spring Semester. The Phi Alpha Tau Nu Advisor on both Winona and Rochester campuses will send out application notices via WSU email to all senior level students.

STUDENT STEWARDSHIP WITHIN THE BSW PROGRAM

Social work students are encouraged to participate in formulating and modifying policies affecting academic and student affairs of the department through SASW who are invited to attend departmental meetings. However, students with questions, concerns, or need assistance regarding departmental policy are encouraged to share this information with their assigned academic advisor, the department chair, and/or program coordinator. The student will be asked to place their concerns or the assistance they seek in writing and the faculty member working with the student will bring the issue forth to the entire department at a faculty meeting.

INTERNATIONAL STUDENT OPPORTUNITIES

The BSW faculty encourage students to foster a global perspective. The WSU Study Abroad office offers a variety of global experiences, both short-term and semester-long. The BSW faculty also offer travel study courses focused on social justice issues. Additionally, the BSW program collaborates with Augsburg University's semester-long Mexico program. For more information, contact a BSW faculty advisor to explore international social work opportunities.

NATIONAL ASSOCIATION OF SOCIAL WORKERS CODE OF ETHICS

The BSW faculty abide by the National Association of Social Work (NASW) Code of Ethics and expects students to use the Code of Ethics as a guide as well. The Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers.

All students in the WSU BSW Program are expected to access a copy of the NASW Code of Ethics, available online at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics> and develop a solid knowledge of the ethics that guide the profession. As indicated on the application to the BSW Social Work Program at WSU, students must affirm and agree to abide by the NASW Code of Ethics.

COUNCIL ON SOCIAL WORK EDUCATION

The BSW Program at Winona State University has been fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education since 1984. The Program's last reaffirmation with CSWE was in Academic Year 2021/2022. The next reaffirmation cycle will be in Academic Year 2028/2029.

In 2008, 2015, and again in 2022, CSWE revised the Educational Policy and Accreditation Standards (EPAS) to define the skills, values, and knowledge necessary to effectively practice social work through competency-based education. The updated 2022 EPAS competencies listed below are utilized as learning outcomes that are introduced and reinforced throughout the social work program. During the final semester practicum, students are assessed for demonstrated competence in all these areas.

The nine Social Work Competencies are:

Competency 1 - Demonstrate Ethical and Professional Behavior
 Competency 2 - Advance Human Rights and Social, Economic, and Environmental Justice
 Competency 3 - Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
 Competency 4 - Engage in Practice-informed Research and Research-informed Practice
 Competency 5 - Engage in Policy Practice
 Competency 6 - Engage with Individuals, Families, Groups, Organizations, and Communities
 Competency 7 - Assess Individuals, Families, Groups, Organizations, and Communities
 Competency 8 - Intervene with Individuals, Families, Groups, Organizations, and Communities
 Competency 9 - Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The BSW program also utilizes the competencies for program evaluation and program improvement processes. The complete 2022 EPAS is available at:
<https://www.cswe.org/accreditation/policies-process/2022epas/>.

Part II. Admission

BSW PROGRAM ADMISSION REQUIREMENTS

While students can declare the Social Work major as early as their first year, students must apply and be accepted into the BSW program. The BSW program admits students each semester for both the Winona face-to-face option and the Rochester Hybrid option.

To be eligible for admission, applicants must meet the below requirements or be completing them the semester applying to the program.

1. Enrolled or have been accepted to Winona State University.
2. Be declared a Social Work, BSW major.
3. Have an overall university GPA of 2.0 or higher prior to admission to the program.
4. Have a GPA OF 2.50 in social work foundation courses and their equivalents and a C or better in all foundation courses. *Please note: Mathematics is not calculated in the social work foundation GPA. A “C” or better in mathematics is required.
 - **ENG 111** – College Reading and Writing
 - **CMST 191/192** – Introduction to Public Speaking
 - **BIOL 117** – Human Biology
 - **PSY 210** – Introduction to Psychology
 - **PSY 250** – Developmental Psychology
 - **SOC 150** – Introduction to Sociology
 - Choose one: **STAT 110** – Fundamentals of Statistics* MSW Programs may require statistics for admission OR **MATH 107** – Math for Social Justice OR **MATH 115** – College Algebra OR **PSY 231** – Psych Statistics * Does not count for Gen Ed Goal 4
 - **SOCW 340** – Introduction to Social Work and Social Welfare

5. Completion of a minimum of 60 credits the semester applying for the BSW program.

APPLICATION PROCESS

1. If not currently enrolled at Winona State University, please go to <https://www.winona.edu/admissions/undergraduate/apply.asp> to complete the university application.
2. If not already a declared social work major, please complete the declaration of major form <https://www2.winona.edu/major/declare-major.asp>. Please declare Social Work, BSW. By completing this step, the applicant will be assigned a BSW faculty advisor. The applicant is strongly encouraged to meet with their BSW faculty advisor prior to starting the BSW Program application.
3. To initiate the online application, click here: [Social Work Application](#). The applicant can also be initiated by going to <https://warriorspace.winona.edu/ProcessDirector/workspace.aspx>, click on “Forms I can Submit” on the upper banner, and then “BSW Program Application”. There are three parts to the online application. All three parts must be completed by the deadline to be reviewed by the BSW faculty.

Please see the Appendix of this handbook for specific application information.

4. Applications will not be reviewed by the BSW faculty if incomplete. Failure to submit a complete application could delay admission consideration for another semester.
5. An admission decision will be made by the BSW faculty after a review of the application packet within a timely manner after the deadlines. Admission letters sent to applicants could indicate: 1) acceptance without conditions, 2) accepted pending completion of all requirements before the end of the semester requesting to start the BSW program, 3) placed on a wait list, or 4) not accepted to the BSW program at this time. Students on the wait list or not accepted should meet with their social work advisor to discuss future academic planning and the potential for reapplication to the BSW program.
6. Every student has the right to appeal the admission decision to the BSW faculty. Please see the appeal process below.

APPLICATION DUE DATES

Current WSU Students

Applicants who are currently students taking one or more courses at WSU must submit complete BSW Social Work Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

Direct Transfer

For **priority consideration**, applicants who are transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit complete BSW Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

If the **BSW program can accept more students**, applicants transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit completed BSW Program applications for secondary consideration by:

- Fall Start: Third Tuesday in April by 3:30pm.
- Spring Start: Second Tuesday in November by 3:30pm.

APPLICATION OPTIONS

Students must designate on the application which program option they prefer on the top of the application form. The options for both fall and spring admission are the traditional face-to-face program in Winona or the hybrid program offered in Rochester. Once a student begins the BSW program, they will be required to complete the program in the option they selected.

APPEAL

Every student has the right to appeal an admission decision. Students who apply to the BSW program, but are not admitted to the program may take the following steps for appeal:

1. Meet with a faculty advisor to discuss how you may improve upon the application for a future semester or to discuss other possible majors the student may wish to pursue. Student may ask the faculty advisor for reasons why he or she was not accepted.
2. Students who have not been accepted but believe the circumstances for denial are not correct may appeal the decision of the faculty. Students who wish to make a formal appeal for reconsideration should:
 - a. Make an appointment with the Social Work Department Chairperson or Campus BSW Coordinator to discuss their circumstances for reconsideration. Submit copies of supporting documents that should be considered.
 - b. The Department Chairperson/BSW Coordinator will bring the student issues before the BSW faculty at a regularly scheduled program meeting. Faculty will discuss the student's circumstances and respond accordingly to the student within a timely manner.
 - c. The decision of the faculty is final and will no longer be considered by the program faculty. Students who believe the situation warrants further consideration may request an appointment with the Dean of the College of Nursing and Health Sciences to discuss their concerns. The Dean of the College would respond to the student accordingly after consulting with the Social Work Department Chairperson/BSW Coordinator.

CRIMINAL BACKGROUND STUDY

Minnesota Statutes Chapter 245C requires that any person who provides services that involve direct contact with patients and residents of a health care facility must complete and successfully pass a background study conducted by the State. Therefore, all students applying to the social work program must fill out an online Minnesota Department of Human Services (DHS) Background Study form and be fingerprinted and photographed at a DHS-sanctioned

fingerprinting site. **This must be done specifically for the WSU College of Nursing and Health Sciences. If you have completed the MN DHS background study for another agency, you must do it again for this program.** Students are then responsible for printing off a copy of the results from the DHS website and submitting the results letter to the BSW office. Students are responsible for payment for the background check and fingerprinting process. The department will advise students on a case-by-case basis regarding their criminal background and legal obligations. Further information about the Minnesota background study process, see [MN DHS Background Study Information](#). Additional information about completing the Background Study can be found in the Appendix.

Part III. Advising

ADVISING

Students will be assigned to a social work faculty for advising purposes once they declare Social Work as their major. The purpose of advising is to assist students in academic planning for graduation through the social work program, as well as personal and professional development. Students are expected to set up a time to meet with their advisor each semester to receive an access code and to discuss their academic progress. Students are also invited to connect with social work faculty other than their advisor and take advantage of the diverse backgrounds, experiences, and knowledge of all social work faculty. If a student does not yet have a faculty advisor, the student should first complete the online Declaration of Major form at <https://www.winona.edu/student-life/support/advising-services/deciding-your-major> to obtain BSW faculty advisor.

If a student is a transfer student who has not yet been formally admitted to Winona State University but would like to talk with a faculty member, please contact the Social Work Program office to be connected to a BSW faculty member.

SOCIAL WORK IMPORTANT DOCUMENTS FILE

At times, there are documents that you will need in the future while you are in the program, as well as after graduation. For you to have continuous access, we encourage you to save an electronic copy of the following documents:

- Letter of Admittance into the BSW program.
- Any letters/memos from social work faculty.
- Current Degree Auditing Reporting System (DARS)
- Your completed Minnesota DHS background study results
- Your final completed Learning Agreement, once you have finished practicum

Part IV. Curriculum

All courses for the BSW program must be taken on a grade-only basis. Students must earn a C or better in all foundation and core courses, and failure to do so will result in a review of academic and professional performance and delay progression in the program. SOCW 475

Social Work Senior Practicum is Pass/No Credit. Descriptions of individual courses can be found in the catalog at <https://catalog.winona.edu>. Go to Degrees and Programs and Bachelor of Social Work.

REQUIRED PRE-BSW PROGRAM SOCIAL WORK FOUNDATION COURSES

- **ENG 111** – College Reading and Writing
- **CMST 191/192** – Introduction to Public Speaking
- **BIOL 117** – Human Biology
- **PSY 210** – Introduction to Psychology
- **PSY 250** – Developmental Psychology
- **SOC 150** – Introduction to Sociology
- Choose one: **STAT 110** – Fundamentals of Statistics* MSW Programs may require statistics for admission OR **MATH 107** – Math for Social Justice OR **MATH 115** – College Algebra OR **PSY 231** – Psych Statistics * Does not count for Gen Ed Goal 4
- **SOCW 340** – Introduction to Social Work and Social Welfare

CORE COURSES ONCE ADMITTED TO THE BSW PROGRAM

STUDENTS ADMITTED PRIOR TO FALL 2025

First Semester

- SOCW 365 Practice I (3)
- SOCW 370 Human Behavior and the Social Environment (3)
- SOCW Diversity Requirement – one is offered each semester on each campus (3)

Second Semester

- SOCW 380 American Social Welfare Policy (3)
- SOCW 385 Practice II (3)
- SOCW390 Social Work Research (3)

Third Semester

- SOCW 400 Practicum Preparation (4)
- SOCW 410 Social Welfare Policy Analysis (3)
- SOCW 415 Practice III (3)

Fourth Semester

- SOCW 475 Social Work Senior Practicum (12)
- SOCW 480 Integrative Social Work Seminar (3)

STUDENTS ADMITTED FALL 2025 AND BEYOND

First Semester

- SOCW 365 Social Work Practice with Individuals (4)
- SOCW 370 Human Behavior and the Social Environment (3)
- SOCW 372 APA Basics (1)
- SOCW 380 US Social Welfare Policy

Second Semester

- SOCW 385 Social Work Practice with Groups (4)
- SOCW390 Social Work Research (3)
- SOCW 395 Social Work Practice with Organizations (3)

Third Semester

SOCW 400 Professional Preparation (4)
 SOCW 408 Social Work Practice with Families (4)
 SOCW 415 Social Work Practice with Communities (3)

Fourth Semester

SOCW 475 Social Work Senior Practicum (12)
 SOCW 480 Integrative Social Work Seminar (3)

Note: WSU graduation requires completion of at least 120 credit hours.

FIELD – THE SIGNATURE PEDAGOGY

The BSW Program requires SOCW 475 Social Work Senior Practicum, a 480-hour practicum in entry-level social work practice completed in the last semester prior to graduation. Practicum provides opportunities to integrate practice with theoretical concepts and determine readiness to enter the profession of social work. The CSWE expects each social work student to have demonstrated certain social work competencies and behaviors upon completion of the BSW degree. Students take for SOCW 480 Integrative Social Work Seminar, concurrently with SOCW 475 in their final semester of the BSW program.

POLICY ON INDEPENDENT STUDY

The BSW program does not accept or offer independent study courses for the required social work courses. Individual faculty may be willing to consider elective options for independent study.

POLICY ON CREDIT FOR PRIOR EXPERIENCE

The Bachelor of Social Work Program at Winona State University does not evaluate or consider credit for life or work experience as a substitution for any social work course work.

TRANSFER POLICY AND CREDIT EVALUATION

The purpose of this policy is to ensure non-duplication of course work while asserting that the expected content within the BSW Program and as specified by the CSWE Education and Policy Accreditation Standards (EPAS) is included in every student's educational experience.

The acceptance of course credits outside of the program's course offerings is the responsibility of the registrar's office as per its equivalency policy. Students requesting such transfer credit approval are referred to the WSU Admissions office for this review.

<https://www.winona.edu/admissions/undergraduate/transfer-credits.asp>

To get a sense of how your credit will transfer, check for course equivalencies in [Transferology](#).

WSU students who have attended other schools within the Minnesota State Colleges and University System are able to process a copy of transcripts electronically. Students are asked to complete the online request form. If a student has a hold on an account, they must clear up the hold before a transfer request can be processed. Any questions about this process or the status of a transcript evaluation should be directed to the Warrior Hub at <https://www.winona.edu/warrior-hub/> or 507-457-2800.

It is the responsibility of each student to ensure credits taken at other colleges and universities are transferred to Winona State University to ensure timely approval for admission to the social

work program. Students should take the necessary steps to notify the university when courses are taken at other institutions as well as when the grades are available for transfer. The Social Work Department cannot evaluate student records for admission consideration to the major until the transfer has been reflected for the student on the Degree Audit Report (DARS). As with any major at Winona State University, transfer students must complete at least 30 credit hours at WSU and 40 credits hours at the 300-400 (upper division level) to be eligible for graduation with a degree from Winona State University.

Course credits for courses offered within the BSW program will only be given for substantially equivalent courses taken in other CSWE accredited social work programs. If students believe that they have completed a course that meets the requirements for one of the social work program courses, they must complete the following steps:

- Submit course syllabi and description of course requirements to their advisor.
- Discuss with their advisor why they believe this course meets program requirements.

Students with their advisor will document that the course/s submitted for substitution substantially meet all content requirements of the program course, particularly the content that is covered in relation to the CSWE EPAS. Students must also establish that the course submitted for substitution was taught by an MSW social worker if the course was taken as an undergraduate course and was completed within five years of the request.

Student requests for course substitutions must then be submitted for a full faculty review. A majority of the reviewing faculty must approve all course substitutions.

BSW TRANSFER

Anyone considering transferring to WSU for the BSW program is highly encouraged to schedule an appointment with a BSW faculty member for academic advising and information on the BSW application process. Please note all applicants will need to be accepted to Winona State University prior to initiating an application for the BSW program.

MINNESOTA PATHWAYS OPTIONS FOR COMPLETING THE WSU BSW PROGRAM

WSU and Minnesota State Universities and Colleges offer collaborative “paths” for obtaining a BSW at Winona State University. The Minnesota Pathways ensures that students taking all social work foundation courses from the agreeing community and/or technical college will have the classes to meet the prerequisites for the BSW program. Students interested in the Minnesota Transfer Pathways to a BSW degree should consult with their college advisor.

MINNESOTA BSW IV-E CHILD WELFARE SCHOLARS PROGRAM

The BSW Program at WSU offers the IV-E Child Welfare Scholars Program. Winona State University is a Minnesota BSW Child Welfare Consortium member school, under the umbrella of the University of Minnesota School of Social Work’s Center for Advanced Studies in Child Welfare. The primary goal of the IV-E Child Welfare Scholars Program is to strengthen the preparation and education of the BSW social worker who will work in Title IV-E eligible public child welfare agencies in Minnesota. Graduates are typically employed at county agencies, though tribal and state positions are also possible.

For application, deadlines and additional information about the IV-E Child Welfare Scholars Program, visit: <http://www.winona.edu/socialwork/childwelfarestipend.asp>.

Part V. Policies

BSW PROGRAM STUDENT CODE OF CONDUCT POLICY

WSU BSW faculty expects all social work students to conduct themselves in an ethical, professional manner, consistent with our profession's Code of Ethics.

Preamble of the NASW Code of Ethics:

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. The mission of the social work profession is rooted in a set of core values.

These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

Accordingly, we expect social work students to demonstrate courtesy, respect and support for fellow students, instructors, clients, and all other persons. While the values of the profession are codified in the NASW Code of Ethics, we feel that the following additional standards of behavior are to be exhibited as well by all students enrolled in our program:

1. **Accountability** – Attend class, arrive on time, return from breaks in a timely manner • Participate in activities and assignments in a level comparable to peers • Complete work in a timely fashion according to directions • Be prepared and engaged in the learning process.
2. **Respect** – Treat your peers, instructors, and all other persons with dignity and respect at all times • Listen while others are speaking • Give constructive feedback when appropriate • Approach conflict in a cooperative manner • Use positive and nonjudgmental language.
3. **Confidentiality and Boundaries** – Treat any personal information that you hear (or read) about a peer or an instructor as strictly confidential • Maintain information shared in class as confidential • Use judgment in self-disclosing information of a personal nature in the classroom (Class time is not therapy or treatment – seek a referral if you

need it) • Never use names of clients or disclose other identifying information • Exercise clear and appropriate boundaries between yourself, other students, your instructors, and in other professional relationships.

4. **Competence** – Apply yourself to all your academic pursuits with seriousness and conscientiousness • Meet deadlines given by your instructors • Constantly strive to learn and improve your abilities • Come to class prepared • Seek appropriate support when having difficulties • Take responsibility for the quality of completed tests and assignments • Strive to achieve greater awareness of personal issues that may impede your effectiveness with clients.
5. **Diversity** – Strive to become more open to people, ideas, and creeds that you are not familiar • Embrace diversity • Maintain speech free of racism, sexism, ageism, heterosexism, stereotyping, etc. • Exhibit a willingness to serve diverse groups of persons • Demonstrate an understanding of how values and culture interact.
6. **Integrity** – Practice honesty with yourself, your peers, and your instructors • Constantly strive to improve your abilities • Commit yourself to the academic discipline of citing other people's work properly • Acknowledge areas where improvement is needed • Accept and benefit from constructive feedback.
7. **Communication** – Strive to improve both verbal and written communication skills as those skills are the benchmark for effective professional practice and helping relationships • Demonstrate appropriately assertive communication with peers and instructors • Practice positive, constructive, respectful and professional communication skills (both verbal and non-verbal) with peers, instructors and all other persons.

The Bachelor of Social Work program also expects students to abide by the Winona State University Student Conduct Code, found at <https://www.winona.edu/sld/studentconductcode.asp>. As an academic community, WSU is committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University's educational mission.

Students are members of both WSU and the local community and are expected to be respectful citizens who are responsible for their behavior.

The University's Student Conduct of Code is designed to promote attitudes conducive to learning, hold students accountable for violating University standards, and protect the due process rights of those charged with Student Conduct Code violations.

All students are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property, or interferes with the University's educational mission. The University also supports local, state, and federal laws.

This policy applies to all conduct that occurs on university premises; at university-sponsored activities whether on or off-campus and to certain off-campus conduct, identified below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University.

The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility.

BSW PROGRAM ACADEMIC AND PROFESSIONAL REVIEW POLICY

Evaluation of Academic and Professional Performance Policy: Winona State University's Bachelor of Social Work Program's policy for evaluating student academic and professional performance. Students admitted to all BSW program options are expected to follow the expectations below:

Academic Performance

- Maintain a 2.5 GPA within the Social Work major and earn a C or better in all social work program required courses,
- Maintain an overall GPA of 2.0 (university requirement), and
- Maintain a course completion rate of 67% or higher (university requirement).

Professional Performance

- Uphold the BSW Program Student Code of Conduct
- Behave in accordance with the current NASW Code of Ethics

Procedures for Evaluation of Academic and Professional Performance: BSW students are evaluated for academic and professional performance through two mechanisms:

1. Each semester via the academic advising process, faculty review with each student their academic performance.
2. The BSW faculty are continuously evaluating BSW program student academic and professional performance.

If an issue of academic or professional performance arises faculty follow the below process. The Department Chairperson/Coordinator and BSW faculty will share pertinent information with each other and, if necessary, with agency field supervisors for the purpose of identifying student issues and enhancing problem solving about concerns. Some situations, due to their seriousness, may warrant moving straight to a Level Two or Level Three review. Further, the BSW faculty also follow the Winona State University Student Code of Conduct Procedures as appropriate.

LEVEL ONE REVIEW

A Level One Review involves a faculty member or adjunct in the Social Work Department and a student. When a faculty member or adjunct has concerns about a student enrolled in courses within the Social Work program, whether related to professional behavior or academic performance in class or in Field, that faculty member will:

- Discuss those concerns with the student directly and work with the student to resolve those difficulties.
- Apprise the Chairperson/Program Coordinator, the Field Director, or other Social Work Faculty of the concerns in order to identify issues or patterns related to the student.
- Document dates and content of meetings with the student.

Problems that arise during the SOCW475 Practicum Placement will be discussed between the agency field instructor, faculty field liaison, and the student. The faculty field liaison will notify the Field Director/Field Coordinator, if necessary. In many instances, Level One meetings between the faculty and student resolve the concerns and do not necessarily lead to further reviews.

LEVEL TWO REVIEW

A Level Two Review involves a faculty member or adjunct in the BSW program, a student accepted in the program, and the Chairperson/Program Coordinator. The faculty member and the chairperson/program coordinator will meet with the student when the student does not meet or follow program or university standards, policies, and procedures or when concerns have not been resolved at Level One Review. If a problem arises in the field, the agency field supervisor, field faculty liaison, and Field Director/Coordinator will conduct the review with the student. The Chairperson/Coordinator may be invited to the Level Two review if needed. The Chairperson/Program Coordinator, in conjunction with other faculty, will determine the nature of the concern and gather the information necessary to develop a plan of action that addresses the concern. The student may be provided written instructions outlining student expectations. This process is designed to help the student address the identified concerns that have a direct impact on performance in the Bachelor Social Work Program. The Chairperson/Coordinator or Field Director/Coordinator will assess the nature of these concerns and consult with the BSW faculty. The Dean of the College of Nursing and Health Sciences will be consulted as needed. If the problem is not resolved, a Level Three Review may be instituted. Written documentation will be placed in the student file.

LEVEL THREE REVIEW

A Level Three Review involves a faculty member or adjunct in the BSW program, a student who has been accepted in the program, the Department Chairperson/Coordinator, and any faculty who have had direct experience with the student in the classroom or field. A Level Three Review is called when problematic patterns are identified with a student or when the issues are serious to require formal consultation with additional BSW faculty. A Level Three Review is frequently the result of unresolved issues from prior reviews, when issues are related to that student not meeting the criteria for academic and professional performance, or when the student is being considered for suspension or dismissal from the Bachelor of Social Work Program. When a Level Three Review is called, the BSW faculty will ask the student to prepare a statement in writing addressing the issue. The faculty will then convene a meeting to review and discuss the student's written statement.

Based upon the Level Three Review meeting, the faculty will make a recommendation, which could be any one of the following:

- *Continue on in the Social Work program with No Conditions:* In these situations, the concern has been addressed and no further action by the student or the department is required.
- *Establish Formal Conditions for the Student's Continuance in the BSW Program:* In this situation, specific conditions must be met in order for the student to remain in the program. Actions may include: goals with timeline and measurable objectives, reduced course load or delay of entrance into the practicum experience, or recommendation to withdraw from the program with an option to reapply at a later date.
- *Advise Student to Change Majors/Degrees and/or Discontinue the Student in the Program:* In some situations, it will be recommended that the student no longer remain in the Social Work program. The student will be counseled to voluntarily change majors or degrees. If the student does not wish to voluntarily change majors or degrees, the student will be formally notified that (s)he is being dismissed from the program. The student will be provided with written documentation regarding the specific reasons for dismissal.

Following this faculty meeting and following the determination of recommendations, the Department Chair/Coordinator and/or Field Director/Field Coordinator will notify the Dean of the College of Nursing and Health Sciences of the situation and faculty determination.

BSW Program Grievance Policy

The Grievance Policy provides a means for students to raise a concern about the outcome of BSW programmatic decisions.

Grievance Procedures

The BSW Grievance Procedures are described below:

Step I

Whenever any student or group of students has a grievance, she/he or they should first meet with the BSW faculty member involved or the Chair/BSW Program Director (depending on the grievance issue) to discuss and attempt to resolve the grievance.

Step II

Whenever any student or group of students has a grievance which remains unresolved after Step I, they should send a formal written account of their grievance to the Chair/BSW Program Director. The Chair/BSW Program Director will consult with the BSW faculty on the written grievance. A response based on the BSW faculty consultation will be sent in writing to the student. If the grievance cannot be resolved within the BSW Program, the student will be informed of their right to take their grievance to the Dean of the College of Nursing and Health Sciences. The Chair/BSW Program Director will give the Dean of the College of Nursing and Health Sciences a courtesy notification regarding an unresolved grievance.

Please note that the BSW faculty make every attempt to resolve student grievances within the requirements of the program, university, and CSWE accreditation standards.

CONFIDENTIALITY OF RECORDS

All written deliberations shall be considered confidential and placed in the student's file in the Social Work Office (Maxwell 255 in Winona) unless the student requests otherwise. All materials submitted by students who are denied admission, withdraw, or are dismissed from the BSW Program will be kept for at least one year.

ACADEMIC INTEGRITY POLICY

The Bachelor of Social Work program expects students to abide by the Academic Integrity Policy of Winona State University. The University requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others.

Following are examples of behaviors considered unacceptable and viewed as violations of the academic integrity policy include cheating, deception or misrepresentation, enabling academic dishonesty, fabrication, multiple submissions, and plagiarism.

The instructor and the student most often address consequences for academic violations at the time of the violation. The instructor's determination is final unless appealed to the dean of the college. Further information about this policy can be found at [WSU Academic Integrity Policy](#).

ACADEMIC ACCOMMODATIONS POLICY

The BSW program adheres to the Americans with Disabilities Act and works with Access Services to support students. A qualified student will not, on the basis of disability, be subjected to discrimination or excluded from participation in the Social Work program. A student seeking

academic accommodations can work with the University Access Services office on the Winona and Rochester campuses. For further information, see www.winona.edu/accessservices.

SEXUAL VIOLENCE POLICY

Winona State University does not tolerate sexual misconduct or sexual violence of any kind in any context. We are committed to empowering students who experience sexual assault or other forms of gender-based violence (GBV) to pursue disciplinary, criminal, and civil action if they choose to do so. If you are a member of the Winona State University community and have experienced sexual harassment, sexual assault, rape, dating/intimate partner or domestic violence, harassment based on gender nonconformity, stalking, cyber-stalking, or retaliation, you have options for support, and resources can be found at <https://www.winona.edu/sexual-violence/>.

POLICY ON INTERRUPTION OF SOCIAL WORK PROGRAM

The Social Work Department in Winona and Rochester makes every attempt to admit full cohort groups each semester. It is challenging for the department to alter the student's time schedule of courses once admitted to the major. If an accepted social work student would like to stop taking classes for a semester or more, they must submit a written request to the social work faculty. This request must ask for the social work faculty to hold a seat for them in the semester when they will return and the reason for the request. This request will not guarantee a seat but will allow faculty to plan for the student's return. The student must be in good academic standing upon return to the program.

POLICY ON MILITARY DEPLOYMENT

Students who are serving in the US military and are deployed during their participation in the program will be guaranteed a seat when they return from deployment.

POLICY ON EQUAL OPPORTUNITY AND NONDISCRIMINATION

Equal opportunity for students and employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. More information can be found here: [Equal Opportunity and Nondiscrimination in Employment and Education Policy Statement](#).

Procedure for Report/Complaint of Discrimination/Harassment Investigation and Resolution. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1.1

Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited. More information can be found here: [System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)

Part IV. Licensing Information

SOCIAL WORK LICENSING IN MINNESOTA

Minnesota law requires that all persons either 1) practicing social work based on a social work degree accredited by the Council on Social Work Education (CSWE) or 2) representing themselves as a “social worker” **must be licensed, except when practicing in an exempt setting**. Persons may not begin social work practice where licensure is required until they hold a valid license or temporary license.

Minnesota Statutes Section 148E.010 subdivision 11 defines social work practice as **working to maintain, restore, or improve behavioral, cognitive, emotional, mental, or social functioning of clients, in a manner that applies accepted professional social work knowledge, skills, and values, including the person-in-environment perspective**, by providing in person or through telephone, video conferencing, or electronic means one or more of the social work services described.

Important: A license may still be required even if the job does not require direct client contact, the job title is not social worker, or if the employer does not require licensure. It is on YOU, the person with the BSW who is working in a social work practice setting, to obtain licensure! Practicing without a license can be grounds for disciplinary action by the Minnesota Board of Social Work.

Information about the licensure process can be obtained at <https://mn.gov/boards/social-work/>

Minnesota Board of Social Work
335 Randolph Ave., Suite 245
St. Paul, MN 55102-5502
612-617-2100
Toll free: 888-234-1320
TTY: 888-234-1320
Fax: 651-215-0956
Email: social.work@state.mn.us

Action Steps for Applying for Minnesota Licensure:

Submit your application for license and pay the application fee

- 1.) Complete the fingerprint-based criminal background check
- 2.) Register for, take, and pass the ASWB Exam
- 3.) Submit the required supporting documentation following graduation (official transcript, ASWB passing score documentation)

- 4.) Apply for a temporary license, if you are employed right away, but still waiting on final transcripts
- 5.) Pay the initial License fee

SOCIAL WORK LICENSING IN WISCONSIN

Department of Safety and Professional Services
4822 Madison Yards Way
Madison, WI 53705

608-266-2112 OR 877-617-1565

Email: dsps@wisconsin.gov

Website: <https://dsps.wi.gov/Pages/Professions/SocialWorker/Default.aspx>

LICENSURE EXAMINATION INFORMATION

Association of Social Work Boards

<https://www.aswb.org>

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Bachelor of Social Work Application Instructions

PLEASE GIVE YOURSELF PLENTY OF TIME TO COMPLETE THE PROCESS.

Some components of the application, admission to the university if a transfer student, background study, and the advisor meeting, can take weeks. PLEASE PLAN ACCORDINGLY.

APPLICATION DEADLINES

Current WSU Students

Applicants who are currently students taking one or more courses at WSU must submit complete BSW Social Work Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

Direct Transfer

For **priority consideration**, applicants who are transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit complete BSW Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

If the BSW program can accept more students, applicants transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit completed BSW Program applications for secondary consideration by:

- Fall Start: Third Tuesday in April by 3:30pm.
- Spring Start: Second Tuesday in November by 3:30pm.

Please note: Only applications completed in full by the deadlines will be reviewed by the BSW faculty and considered for admission.

All correspondence regarding the BSW application will be sent to your WSU email.

STEP BY STEP PROCESS FOR APPLYING TO THE WSU BSW PROGRAM

DIRECT TRANSFER STUDENTS

You must be accepted to Winona State University before you have access to the online application. If you have not applied to Winona State University, please do so here:

<https://www.winona.edu/admissions/apply/transfer/>.

*It can take Admissions a few days to a few weeks to complete your academic review for acceptance depending on your academic situation. Please plan accordingly.

Once you have been accepted to WSU, please declare your major at:

<https://www2.winona.edu/major/declare-major.asp>. By declaring your major, you will be assigned a social work advisor. You will need to meet with your social work advisor as part of the BSW program application process.

CURRENT WSU STUDENTS

If you do not have social work declared as your major, please declare do so at: <https://www2.winona.edu/major/declare-major.asp>. By declaring your major, you will be assigned a social work advisor. You will need to meet with your social work advisor as part of the BSW program application process.

ALL APPLICANTS

All BSW program applicants must submit a Minnesota Department of Human Services Applicant Background Study **specifically for the WSU College of Nursing and Health Sciences** as part of the application per Minnesota State Statute. If a MN DHS Background study has been completed for another agency, another one will need to be done for this application. Please be aware that the background study can take anywhere from a few days to weeks to get back and may involve fingerprinting. Please see the last three pages of this document for the instructions for the background study.

To initiate the application click here: [Social Work Application Form](https://warriorspace.winona.edu/ProcessDirector/workspace.aspx) or go to <https://warriorspace.winona.edu/ProcessDirector/workspace.aspx>, click on “Forms I Can Submit”, and click on “BSW Program Application”.

Once you have submitted the first part of the application, you can go to the Warrior Space link above to access your application.

The application is in three parts:

PART 1 consists of questions regarding:

- if you are a transfer student,
- which program option (Winona or Rochester Hybrid) you are applying for,
- the semester requesting to start the BSW program,
- if you are interested in learning more about the Title IV-E Child Welfare Scholars Program (for more information go to <https://www.winona.edu/socialwork/childwelfarestipend>), and
- names of two people who will complete reference forms for you (one academic and one professional) with email addresses for each.
 - Your academic reference should be someone who has taught you a college course. Please note that you cannot use any of the WSU BSW faculty.
 - Your professional reference should be someone who has supervised you in paid employment or volunteer work.

PLEASE NOTE: When you click submit on the first part of the application, the people listed as references will receive an automated email with a link to complete the electronic recommendation form. They will have 28 days to complete the recommendation form and will receive an automated reminder after 14 days if not completed. **Both recommendations must be completed by the application deadlines listed above to have your application reviewed and considered for admission.**

PART 2 involves a meeting with your BSW advisor. Upon completion of part 1, you will receive an automated email from the Warrior Space system instructing you to set up a meeting with your BSW advisor to discuss your academic readiness for starting the BSW program.

PART 3 asks you to upload some documents as **PDF files**. After your advisor completes part 2 with you, you will be notified via an automated email from Warrior Space with a link about uploading the following documents:

- A PDF of your Application Essay.

Please submit a three to five-page, typed, double spaced application essay addressing the three areas listed below with emphasis on **experiences as a college student and/or working professional**. The essay will be used to assess your basic writing skills and readiness for the social work program.

1. Discuss the major reasons for your interest in the profession of social work.

2. Describe experiences you have had working with people (voluntary or paid). Please indicate the type of setting and the length of your experiences.

3. Respect for diversity is a hallmark of the social work profession.

- a) Describe experiences you have had working with people who are different from you. This is inclusive of religious, racial, ethnic, ability, socio-economic, gender identity, age, sexual orientation, and more.
- b) Identify any challenges you anticipate working with people who are different from you.

- A PDF copy of your MN Department of Human Services Applicant Background Study. **Please read pages 27-45 for the instructions.**
- A PDF of your Current Resume.

MN DHS Background Study Instructions

Table of contents

(If reading digitally, all chapters are bookmarked within the PDF)

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Account Creation	3
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START HERE!

This is the abbreviated process for completing your MN DHS Background Study.

1. Create a MN DHS Account

- <https://netstudy2.dhs.state.mn.us/Applicant>
- Make sure your browser is up to date and your pop-up blocked is turned off
- Create an account, follow the prompts, READ the info on the right side of the screen
- Your SSN is optional, but including it will allow your fingerprints to transfer to future applications
- Remember your account username and password, you will need it at the end of the process.

2. Create and submit a background check application (\$44.00)

- Provider Number: 9NNN6P
- Follow the prompts, look for confirmation emails

3. Pay for your application

- Keep each payment tab open
- You will need to return to the first tab and click "Submit" after completing your payment.

4. WSU finalizes your application

- This is a manual process, be patient, do not submit another application.

5. Schedule your fingerprint appointment AND get Fingerprinted (\$9.50)

- You MUST be fingerprinted by Identigo by the date in the confirmation email from WSU or your application will be discarded and you will need to repeat the entire process, including paying another \$44 application fee.
- You will receive confirmation emails from WSU, Identigo, and MN DHS

6. Download your "Clearance Letter" AND give it to your departmental liaison

- After your fingerprint appointment log back into <https://netstudy2.dhs.state.mn.us/Applicant>
- You're not finished until you've downloaded your clearance letter and given it to your dept. liaison. (professor, coordinator, student passport system, ect.)

If you would like more detailed instructions, they are listed below.

Logging in to MN DHS Netstudy Portal

Start by going to <https://netstudy2.dhs.state.mn.us/Applicant>

m1 DEPARTMENT OF HUMAN SERVICES

Login

Please refer to the Applicant Background Study Instructions form given to you by the provider requesting your background study. If you have questions, please email the Minnesota Department of Human Services Background Studies Division: dhs.netstudy2@state.mn.us.

To make sure you have best experience possible, the MN DHS system will support only the most up-to-date version of the following internet browsers:

- Mozilla Firefox
- Internet Explorer
- Google Chrome
- Safari

Using an older or unsupported internet browser may lead to web pages within the MN DHS system to not function as intended. Please ensure you are using the most up-to-date version of your internet browser.

* Required:

* Username / Email Address:

* Password:

Password is required.

[Forgot Password / Unlock](#) [Login](#)

OR

[Register as a new user](#)

From this page...

- Log in if you have an existing account (and jump to page 7 "submitting an application")

OR

- Create a new account by clicking the gray "Register as a new user" button (continue to next page)

Account Creation

After clicking "Register as new user" you will come to this page. Enter your data as requested, then click the "Register" button.

*Note: if you choose to include your SSN your MN DHS Background Study Fingerprints will be transferable to any future MN DHS Background Studies you are requested to complete by other organizations.

m1 DEPARTMENT OF HUMAN SERVICES

Register As New User

New Providers: Do not use this background study site if you are in the process of establishing a NetStudy 2.0 account through the NETStudy 2.0 Onboarding process. Use of your email address on this site will stop your onboarding.

Information Required: Enter your correct information and current name and date of birth as it appears on your legal identification. Fields with an asterisk (*) are required.

Social Security Number: Your Social Security Number (SSN) is not required. However, if you want your background study determination to be available for other entities, you must provide your SSN now. If you provide your SSN to an entity in the future, in many cases your background study determination will transfer to that entity.

Verify Your Information: Submission of inaccurate information will cause your background study to be invalid. You are not permitted to change the registration information below at a later time. Double check that the information you entered is accurate before you continue.

* First Name:

* Last Name:

* Date of Birth:

Social Security Number:

* Email:

* Confirm Email:

* Phone:

Phone Type:

[Cancel](#) [Register](#)

After clicking "register" the below pop up will appear. Click the "Confirm Registration" button

Confirm Registration

Please confirm that you want to create an Applicant Data Entry Portal account by selecting "Confirm Registration."

[Confirm Registration](#) [Cancel](#)

After confirming your registration, you will be prompted to check your email for a temporary password. Please check the email address you entered on the previous, account registration, page. Close this tab.

m1 DEPARTMENT OF HUMAN SERVICES

Registration Confirmed

samiziden@gmail.com is now Registered. Please check your email to retrieve your temporary password.

[Back to Login page](#)

You should receive an email from dhs.netstudy2@state.mn.us supplying you with your temporary password.

NS2 Notification: New User Account Login for Applicant Data Entry Portal - NETStudy2



dhs.netstudy2@state.mn.us

1:01 PM (9 minutes ago)



to me

You can now log into the NETStudy 2.0 Applicant Data Entry Portal at: <https://netstudy2.dhs.state.mn.us/Applicant>

Your username is the email address you used to register your account. Your temporary password is listed below:

Password: SoNHFK9@

When you log into the NETStudy 2.0 Applicant Data Entry Portal for the first time, you will be prompted to change your password and set a security question.

If you have any questions or require technical assistance, please contact the NETStudy 2.0 Support team at 651-431-6620 or by email at dhs.netstudy2@state.mn.us.

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.

Once you have your temporary password, click the first link (<https://netstudy2.dhs.state.mn.us/Applicant>) to navigate back to MN DHS Netstudy Portal to complete your account creation.

Log in with the email you provided and your temporary password.

m DEPARTMENT OF HUMAN SERVICES

Login

Please refer to the Applicant Background Study Instructions form given to you by the provider requesting your background study. If you have questions, please email the Minnesota Department of Human Services Background Studies Division: dhs.netstudy2@state.mn.us.

To make sure you have best experience possible, the MNDHS system will support only the most up-to-date version of the following internet browsers:

- Mozilla Firefox
- Internet Explorer
- Google Chrome
- Safari

Using an older or unsupported internet browser may lead to web pages within the MNDHS system to not function as intended. Please ensure you are using the most up-to-date version of your internet browser.

* Required

* Username / Email Address

* Password

Password is required

[Forgot Password / Unlock](#) [Login](#)

OR

[Register as a new user](#)

You will be prompted to read and accept the terms and conditions. DO so by checking the box in the bottom left corner, and clicking the "Accept" button in the bottom right corner.

Terms and Conditions

Access to HETStudy 2.0 (HETStudy 2.0) is password protected. By logging into the website with an authorized username and password, you are acknowledging that you understand and agree to the following:

- 1) Protection of your privacy and status is dependent on you keeping your username and password confidential, securely using strong passwords, changing them regularly, and not sharing them with others.
- 2) By accessing HETStudy 2.0, you are acknowledging you are accessing a restricted application.
- 3) You are entirely responsible for all activities that occur on this site under your username.
- 4) System design will be reviewed, revised and subject to audit. Unauthorized use of the system is prohibited and may result in removal and/or criminal penalties.

Privacy notice: Prior to allowing your background study access within the Maryland Department of Human Services privacy notice that you received from the provider. By agreeing to the system access below you are acknowledging that you reviewed and received the privacy notice.

Adoptive Child study hosts one background study. Current background studies for child foster care are included in HETStudy 2.0 for the following: a limited number of counties and child placement agencies. These background studies are sometimes referred to as "Adoptive Child" studies because of the additional requirements it is subject to them under the Federal Adult Child Protection and Safety Act. "Adoptive Child" background studies are not processed through this self-related portal. Contact your county or private licensing agency if you need a background study to provide child foster care.

Transferable background study: Your background study information is transferable when all of the following apply:

- You have an eligible background study case number.
- You choose to provide your social security number for the background study.
- Your background study includes fingerprints and a photo for the HETStudy 2.0 system.
- You are on a program or case or have requested within 90 months.
- The background study request is submitted in HETStudy 2.0.

The option to check the background study will apply to the following background study requirements: 2020. The system requirements apply to most background studies, but for example, background studies for child foster care have additional requirements.

Study Consistency: You are responsible for providing accurate information and making sure that the information study matches the records. Consistent that you will use the appropriate and appropriate. If the information does not match records, you cannot be fingerprinted. Your identity information will also be added to the system that records the background study.

Updated Information: Information that is updated in HETStudy 2.0, including your name, address, and other contact and personal information, is available to all parties that you are affiliated with or have been affiliated with through a HETStudy 2.0 background study.

Not Refused: The background study is not refused. There is no reason to refuse the background study request includes accurate information, or if you are not fingerprinted and photographed in the required time.

By clicking the check box I accept the Terms and Conditions of the End User License Agreement, I acknowledge and understand that I have read, understood, and accept the terms and conditions as stated in the End User License Agreement.

☐ I accept the Terms and Conditions of the End User License Agreement

Cancel Accept

After accepting the terms and conditions you will be prompted to change your password, mind the password rules noted on the right.

Change Password

Password Rules

- Must be 8 - 16 characters
- One or more uppercase letters
- One or more lowercase letters
- One or more numbers
- One or more special characters
- Cannot reuse prior passwords

* Current Password:

* New Password:

* Confirm Password:

Change Password

After changing your password you will be prompted to select your security questions. Please do so and click the "submit" button.

The screenshot shows the 'Security Question' page of the Minnesota Department of Human Services portal. At the top, the logo 'mn DEPARTMENT OF HUMAN SERVICES' is on the left, and 'Change Password' and 'Logout' links are on the right. A green banner at the top of the main content area contains a checkmark icon and the text 'Your password has been changed'. Below this, the 'Security Question' section has a green header. On the left, a text box explains: 'Please choose a security question and provide the answer. This security question will be used to reset your password in the "Forgot Password" process.' On the right, a form titled 'Select a question below and/or edit the question text' contains three input fields: 'Security Question', 'Security Answer', and 'Confirm Security Answer'. A 'Submit' button is at the bottom right of the form.

After submitting your security questions, you will be redirected to the homepage. From here you can start your MN DHS Background Study Application.

The screenshot shows the 'Home' page of the Minnesota Department of Human Services portal. At the top, the logo 'mn DEPARTMENT OF HUMAN SERVICES' is on the left, and 'Home', 'My Account', 'Change Password', and 'Logout' links are on the right. A green banner at the top of the main content area contains a checkmark icon and the text 'Your Security Questions have been updated.' Below this, the 'Home' section has a green header. The main content area contains a welcome message: 'Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal.' It then provides instructions: 'Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to start. The "Provider Number" is on the Applicant Background Study instruction sheet the entity gave you to use this portal.' It also states: 'There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity verifies your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to retrieve your fingerprint and photo authorization form.' A thank you message follows: 'Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services.' At the bottom, it says: 'Once provided with a Provider Number, click Create Application to begin:' and a 'Create Application' button is located at the bottom right.

Submitting an Application

From the homepage, click the "Create Application" button in the bottom right hand corner.

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Home My Account Change Password Logout

✓ Your Security Questions have been updated.

Home

Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal.

Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to start. The "Provider Number" is on the Applicant Background Study instruction sheet the entity gave you to use this portal.

There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity verifies your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to retrieve your fingerprint and photo authorization form.

Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services.

Once provided with a Provider Number, click Create Application to begin.

Create Application

You will need WSU College of Nursing and Health Sciences **provider number**, it is **9NNN6P**

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Home My Account Change Password Logout

provider Search

Enter the "Provider Number" from the Applicant Background Study instruction sheet. If you cannot locate the "Provider Number," contact the entity that gave you the instruction sheet.

* Provider Number:

9NNN6P

Search Cancel

Enter your profile data and click the "next" button in the bottom right corner of the page. Some data will autot-populate from your account creation.

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Home My Account Change Password Logout

Profile

Enter your information below as it appears on your legal identification. The entity will verify that the information you enter matches your legal identification before submitting the background study request to DHS.

Fields with an asterisk (*) are required. The information below is required for a fingerprint-based record check.

Note: If you wish not to provide your race, select "unknown" from the dropdown.

Middle name: Your middle name is required if you have one. If you do not have a middle name on your birth certificate, check the box "No Middle Name."

Place of birth: If you do not know your place of birth, select "unknown" from the dropdown.

* First Name: Cynthia

* Middle Name: No Middle Name

* Last Name: Dwyer

Birth: [dropdown menu]

You will be asked to verify your identity by providing a government issued photo ID number. Do so and then click the "Next" button.

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Verify Identity

An expiration date is required if there is one on the document. If there is not an expiration date, leave this field blank.

Identity Document

* Document:

* Document #:

* Issuing Authority:

Expiration Date:

You will be asked to provide your physical address. Do so and then click the "Next" button.

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Physical Address

Enter your permanent address. For students, this may be your parent's home address. You will be asked to enter the address where you receive mail on the next screen.

* Address Line 1:

Address Line 2:

* City:

* State: County:

* Zip Code:

You will be asked to provide your Mailing address. This may be the same as your physical address, click the "same as physical address" box or enter your mailing address. Then click the "Next" button.

*Note: this is where your Clearance Letter (proof of a cleared background check) will be sent.

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Mailing Address

Enter your mailing address if different from your permanent address. If the address is the same, click the box "Mailing Address is the same as Permanent Address." You

☒ Mailing Address is same as Permanent Address

You will be asked if you have lived outside of Minnesota in the last 5 years. Enter the additional state info or check the box "I have not lived in another state during the specified time frame" box. Click the "Next" button.

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Prior Addresses

If you have lived outside of Minnesota in the past 5 years, enter the information for each state and click "Add this previous address." Repeat this process for additional states. If you have not lived outside of the state in the past 5 years, click the box "I have not lived in another state in the specified time frame."

* State:

* Year From: * Year To:

Add this previous address

☐ I have not lived in another State during the specified time frame.

Withdraw Save and Close Back Next

Enter any previous names or aliases, click the "Next" button.

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Prior Names and Aliases

Enter all prior names and aliases including maiden names, married names, name changes, and any other name you have used or have been known by. These are required for the background study to be valid and are required by law. After you enter each name, click "Add this alias." Repeat this process for each name or alias.

If you have not been known by any other names or aliases, click the box "I have never been known by any other names or aliases."

First Name:

Middle Name:

Last Name:

Add this name or alias

☐ I have never been known by any other names or aliases.

Withdraw Save and Close Back Next

Reaffirm that you have or have not lived in a state aside from Minnesota, click the "Next" button.

The screenshot shows the 'Role at Provider' form. At the top left is the Minnesota Department of Human Services logo. At the top right are links for Home, My Account, Change Password, and Logout. The form title 'Role at Provider' is in a green header. Below the title, a text box on the left states: 'This page requests information about your role at the Provider:'. To the right, a question asks: 'Have you lived in any U.S. state other than Minnesota anytime since March, 2017?'. Below the question is a dropdown menu. At the bottom right of the form are four buttons: Withdraw, Save and Close, Back, and Next.

READ the right side. If you wish to check the provided registries for your name and provide additional detail as to your presence on any list. Do so now. Click the "next" button to move on to payment as you are required to pay for your background study.

The screenshot shows the 'Registry Information' form. At the top left is the Minnesota Department of Human Services logo. At the top right are links for Home, My Account, Change Password, and Logout. The form title 'Registry Information' is in a green header. Below the title, a text box on the left explains: 'NETStudy 2.0 does an automatic search of the Minnesota Nurse Aide Registry for negative findings, the federal Office of Inspector General (OIG) list of Excluded Individuals/Entities, and the Minnesota OIG Excluded Individuals list. You may check these registries yourself to see if you are on these lists and, if so, you can enter a note to the entity with an explanation.' Below this text is a note about payment: 'If you are required to pay the background study fee, click "Next" to proceed to the payment screen. If payment is not required, click "Finish" to submit your request to the entity to review.' To the right, there are three registry entries, each with a 'Add Note' button:

- Registry: MN Nurse Aide Registry, Result: Cleared, Checked Date: 03/16/2022
- Registry: MN OIG Excluded Individuals, Result: Cleared, Checked Date: 03/16/2022
- Registry: OIG List of Excluded Individuals/Entities, Result: Cleared, Checked Date: 03/16/2022

 At the bottom right of the form are four buttons: Withdraw, Save and Close, Back, and Next.

Read the disclosure and indicate if you have been convicted of a crime. "Add Response" if you select yes to provide additional details. Click the "Next" button.

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Disclosure

You are viewing this consent and disclosure form because a background study was requested to be completed on you. This may be because you applied for a job or volunteer position, run or operate a business, or are in another position that requires a background study to be submitted to the Minnesota Department of Human Services (DHS) under Minnesota Statutes, Chapter 245C. As part of this background study, DHS may request records from several sources, including a fingerprint-based criminal history check through the Minnesota Bureau of Apprehension (BCA), of records held by the BCA and Federal Bureau of Investigation (FBI). For your background study to be completed, state and federal law requires that you consent to the study and provide information about possible criminal history that could affect your background study determination.

You received the DHS Notice of Privacy Practices and FBI Privacy Statement from the entity that requested your background study. It provides more information about how your information will be protected and used. It also includes information about your rights including that you may:

- Obtain a copy of your background check report
- Challenge the accuracy or completeness of the information contained in this background report or record
- Receive notice of your appeal rights and instructions on how to complete the appeals process

You must complete and submit this consent and disclosure process for your background study to continue. If you do not complete and provide your electronic signature, your background study will stop and the entity that submitted the request will be informed that you cannot be hired or volunteer for the position that requires the background study.

If you have a crime on your record, it will be reviewed by DHS staff and state law will be followed to determine if you can work or volunteer. Before your background study is completed, the entity that submitted the study may choose to deny you access to position(s) to which the entity provides care. The entity will not receive this form or be able to view what you submit. The information you provide is protected and used only as permitted by law.

If you have certain crimes in your record, depending on what they are and when they happened, you may still pass your background study, in some cases, restrictions may apply and you will be informed. If you have questions about this form or your background study email dhcrecru2@state.mn.us.

If you have crimes to report, click "Add Response" to report each crime when prompted on the following screen.

Have been convicted of a crime:

☐ Yes

☐ No

Back Next

Check "yes" or "no" to provide consent for the background study. Click the "Next" button.

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Disclosure

Authorization Statement:
Do you consent to the DHS background study?

☐ Yes

☐ No

Back Next

Type your name as an electronic signature, click the "next" button.

m DEPARTMENT OF HUMAN SERVICES Home My Account Change Password Logout

Disclosure

Attestation and Signature:
By providing your electronic signature below you are agreeing that you:

- Consent to a fingerprint-based background study that will include a criminal record check in Minnesota and possibly a federal criminal record check
- Understand that the criminal history information will be used by DHS for the purpose of a background study
- Read and understand the information in this consent
- Provided complete, true and accurate information

Type your first name and last name to sign electronically. Your name must match your legal identification document. Click submit to complete your consent and disclosure requirement. Your information will be automatically sent to DHS.

First Name Last Name

Back Next

Payment

You will be directed to the screen below. Click the "Pay Now" button, DO NOT close this tab.

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Payment Information

To pay the background study fee, click "Pay Now." You must pay the background study fee before your request will be submitted to the entity for review.

Fee Name	Amount	Payment
Background Check Fee	\$44.00	Due

Pay Now

Withdraw Save and Close Back

From this page, click the "Complete Payment" button, DO NOT close this tab. You will notice that the "Submit" button is grayed out and you are unable to click it until you have completed your payment. You will need to return to this page after payment to submit your application.

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Payment

To submit your background study request to the entity, click "Submit." The "Submit" button is disabled until you complete payment of the background study fee. To pay the background study fee:

1. Click "Complete Payment" to go to the DHS Electronic Payment System. The payment system will open in a new tab in your browser. You may need to disable your popup blocker if the payment portal does not open when you click the "Complete Payment" button.
2. On the DHS Electronic Payment System page, click "Register" to create an account. This will save your payment information for future background studies. If you do not want to create an account, click "Pay without Registering."
3. After you complete the payment in the DHS Electronic Payment System you MUST RETURN to this portal to submit your background study request to the entity. If you do not return to the portal to submit your background study request, it will not be received by the entity.

Complete Payment

Back Submit

A new tab will open with the MN Electronic Payment System. Click the "Register" or "Pay Without Registering" blue hyperlinks below the red log in button and follow the prompts to pay for your background check.

DEPARTMENT OF
HUMAN SERVICES

Payments

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID:

[Forgot Your User ID?](#)

Password:

[Forgot Your Password?](#)

Log In

Register

Pay Without Registering

Customer Service

Help

Privacy Policy

Security

Make sure to click the "Confirm" button on the "Review Payment" Page. You have not paid until you see a "Confirmation Number" and you receive a conformation email like the one below.

Zierden Sam

From: State of Minnesota Department of Human Services <epaymoreply@usbank.com>
Sent: Wednesday, March 16, 2022 1:50 PM
To: Zierden, Sam
Subject: Payment Confirmation for NETStudy 2.0

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Mar-16-2022 for NETStudy 2.0

Confirmation Number: REDACTED

Payment Amount:

Scheduled Payment Date: Mar-16-2022

Amount Due:

\$44.00

Payer Name: Sam Zierden

Credit Card Number: REDACTED

Credit Card Type: REDACTED

Approval Code: REDACTED

[illegible]

Merchant
1840-1845

<https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fm.gov%2Fdh%26&pid=Data=0497C01%7Csam.tierden%40winona.edu%7C39e1bc2d7f84bd3c22D0B6a077dd21c%7C5C012c7676bda46ab9ef4fe74a921a7%7C0C%7C0C%7C0C38730534222736359%7CUnknown%7CTVFBgZba3dbdeyJjUwMCAW%3AMDAIOLQjvzDuMdiiCtIBkIktheWwiLCjXvCiBMn0es7K3000d&asdata=9a0dHkeekALU852UWbmot0qR8rhShneNTPAG5o12x0&asdata=reserved>

If you have questions about this payment or need assistance, please view the payment online at www.irs.gov/efile.

you have questions about our privacy or data handling or need assistance using your personal information, please contact us at info@nsm2022.safelinks.protection.outlook.com?url=https%3A%2F%2Fnews2study2.dhs.state.mn.us%2F&data=04%7C01%7C&am_zierden%40winona.edu%7C99e1bc2d7846fd1c2208da077d2d1c%7C5011c7f60ba446ab9ef4f9e74a921a7f9%7C0%7C0%7C6378305342227363599%7CUnknown%7CTWFFpbGZab3d0ey9Wj0iMCAwLWJkMwM0ALCj0iOj0iV2luMmJlL0JlTl6iZkZwLWw1L0JlM0M0eD%7C30000&data=1%3A%7C%2BqXUj%2B2MFWw%5W50m0rFtqgX8FDARPh%3D&am_preserved=0, or call Customer Service at (651)453-3102.

Thank you for using the Minnesota State electronic payment system.

U.S. BANCORP made the following annotations

Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

Return to the previous tab, you will see a banner above the "Payment" title, that says "Your Payment is Complete", now click the "Submit" button.

m DEPARTMENT OF HUMAN SERVICES Home My Account Change Password Logout

Your payment is complete.

Payment

To submit your background study request to the entity, click "Submit". The "Submit" button is disabled until you complete payment of the background study fee. To pay the background study fee:

1. Click "Complete Payment" to go to the DHS Electronic Payment System. The payment system will open in a new tab in your browser. You may need to disable your popup blocker if the payment portal does not open when you click the "Complete Payment" button.
2. On the DHS Electronic Payment System page, click "Register" to create an account. This will save your payment information for future background studies. If you do not want to create an account, click "Pay without Registering".
3. After you complete the payment in the DHS Electronic Payment System you MUST RETURN to this portal to submit your background study request to the entity. If you do not return to the portal to submit your background study request, it will not be received by the entity.

[Back](#) [Submit](#)

You will be redirected to this page where the banner above the "Home" title says "Your application has been sent to the provider for review". At this point WSU must verify and finalize your application. YOU ARE NOT DONE YET

m DEPARTMENT OF HUMAN SERVICES Home My Account Change Password Logout

Your application has been sent to the provider for review.

Home

Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal.

Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to visit. The "Provider Number" is on the Applicant Background Study Instruction sheet the entity gave you to use this portal.

There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity receives your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to receive your fingerprint and photo instructions here.

Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services.

Application(s) In Process

Application #: 2524921
 provider: MINNAPOLIS STATE UNIV COLL OF NUR & HEALTH SCIENCE
 (99006)
 Submitted Date: 03/16/2022
 Status: Not Yet Submitted

Only proceed with the Provider Number, click Create Application to begin.

[Create Application](#)

Finalizing the Application - WSU

After WSU finalizes your application (this is a manual process and may take up to a week to occur. Please be patient) you will receive 2 emails. One from dhs.netstudy2@state.mn.us and one from nobody@uemail.identogo.com. YOU ARE NOT DONE until you download your "Clearance Letter".

MN DHS email informing you your application has been finalized by WSU.

ACTION REQUIRED- Your background study request has been submitted - NETStudy2

dhs.netstudy2@state.mn.us

10:13 AM (0 minutes ago) ☆ ↶ ⋮

to me

Your background study request was started by WINONA STATE UNIV-COLL OF NUR & HEALTH SCIENCE (500085). In order for your background study to be completed, you will need to make an appointment and be fingerprinted. You will receive an email from IDEMIA/IdentoGO with a link to complete a short pre-enrollment for fingerprinting. Attached is a copy of the Department of Human Services Privacy Notice and FBI Privacy Statement. You should have also received these from the entity that is requesting your background study.

If you have any questions, please email the Department of Human Services' Background Studies Division, at dhs.netstudy2@state.mn.us or call 651-431-6620.

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.



IdentoGO email asking you to schedule your fingerprints and photograph. Click the "Click here to schedule your appointment" hyperlink.

IdentoGO Service Confirmation - MN DHS Background Study

1 message

nobody@uemail.identogo.com <nobody@uemail.identogo.com>

To: The email you registered with

Thu, Mar 17, 2022 at 10:13 AM

IdentoGO

Service Details:

Customer:	SAMANTHA Z.
Background Study ID:	REDACTED
UE ID:	REDACTED
Services:	
MN DHS Background Study:	\$9.50
Total:	\$9.50

Payment is made at the time of the session.
We accept the following methods of payment: Authorization Code, Business Check, Money Order, Credit Card, Debit Card, Personal Check, and Cashier's Check.
Cash will not be accepted.

Status as of 03/17/22

PreEnrolled

You have successfully pre-enrolled.

You need to do the following for your background study:

- Click on the link to complete the pre-enrollment screens and schedule a time to be fingerprinted and photographed.
- Check to find any additional emails that look like this one, but that have a different UEID number. If you have more than one of these emails, the law requires you to be fingerprinted more than once for different jobs or positions.
 - If the emails have different UEID numbers, give the fingerprint technician all of the numbers when you go to be fingerprinted.
 - You only need to schedule one fingerprint appointment.

If you have questions about the pre-enrollment process or need to schedule your fingerprint and photo appointment over the phone, please call IDEMIA's Call Center at 844-556-8505.

[Click here to schedule your appointment](#)

This message is only for the use of the individual recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to IDEMIA USA, Inc. If you are not the intended recipient, please do not disseminate this message and its contents and notify the sender immediately.

On the IdentoGO Site you will be asked for your EU ID (if you clicked the link it may autofill, if not it is in your confirmation email from IdentoGO) and Date of Birth. Fill those in, and click the "Next" button.

IdentoGO English

27HNR6 - Minnesota Employment - Conditional FBI Check

Essential Info Documents Location

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

UE ID / Date of Birth

* UE ID: REDACTED

* Date of Birth: / /

Cancel Next

Select the form of ID you will bring to your fingerprint appointment, then click the "Next" button.

IdentoGO English

27HNR6 - Minnesota Employment - Conditional FBI Check

Essential Info Documents Location Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document: Choose One

* Does the name you are enrolling under match the name on all documents selected?

Yes No

Cancel Back Next

Search the area in which you want to find a fingerprint location. Then click the "Next" button.

IdentoGO English

27HNR6 - Minnesota Employment - Conditional FBI Check

Essential Info Documents Location Date and Time

Enter a (Postal Code, City, Airport Code or Special Location Access Code) to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by (Postal Code, City and State, or Airport Code).

Number of Results: 5

Search

Cancel Back Next

2017 © IdentoGO. All rights reserved. Privacy Policy

Select the day and time you would like your appointment. Then click the "Submit" button.

IdentoGO English

27HNR6 - Minnesota Employment - Conditional FBI Check

Location Date and Time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below to select another location.

* Required Fields

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

Location Details:

IdentoGO
350 E Santa St
5th Fl
Wadena, MN 55387-1889

Cancel Back Submit

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After confirming your appointment, you will receive another confirmation email from IdentoGO. Make sure to bring the ID you chose as your verification ID to your appointment.

After your Fingerprint appointment, log back into your MN DHS Netstudy account. (<https://netstudy2.dhs.state.mn.us/Applicant>). Click on the blue "Clearance Letter" hyperlink and download your Clearance Letter. This is your proof of a completed background check. **You are now done!**

mn DEPARTMENT OF HUMAN SERVICES Home My Account Change Password Logout

Home

Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal.

Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to start. The "Provider Number" is on the Applicant Background Study instruction sheet the entity gave you to use this portal.

There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity verifies your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to retrieve your fingerprint and photo authorization form.

Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services.

Completed Application(s)

Below are you submitted applications:

Application #: 2526927
provider: WINONA STATE UNIV-COLL OF NUR & HEALTH SCIENCE (900085)
Submitted Date: 03/17/2022
Status: Eligible
Document(s):

Unread	Document Name	Date Added	Added By
	Clearance Letter.pdf	03/18/2022	State User

Once provided with a Provider Number, click Create Application to begin.

Create Application

PLEASE NOTE: Beginning July 14, 2025, study subjects will have FOUR days to complete the consent and disclosure. Once the study subject, completes this, they will have 10 days to have their fingerprints and photograph captured.