



Pine Technical &
Community College

Human Services Eligibility Worker

- Associate of Applied Science
- Diploma

Human Services Eligibility Workers (HSEW) are highly sought after by Minnesota County Human Services agencies across the state, and Pine Technical and Community College offers two program levels to prepare you for a career in this field. The classroom portion can be completed through online learning and virtual attendance while the internship occurs at a local county agency. These programs have been developed in consultation with the Minnesota Department of Human Services, and PTCC is the only Minnesota institution with an approved DHS program, and access to the DHS computer systems MAXIS, MEC2, and MMIS. The associate degree and diploma levels provide the needed competencies to meet the requirements to test with the Minnesota Merit System.

Recommended Course Sequence for Completion in 2 Years • 2023-2025

Fall Semester 2023

ENGL 1277 Technical Communications or ENGL 1276 College Composition	4
HSEW 1201 Introduction to HSEW Role	4
HSEW 1230 Public Assistance Policy I.....	4
HSEW 1235 Eligibility Systems I.....	4
Total Credits	16

Spring Semester 2024

SOCI 1225 Human Diversity.....	3
HSEW 1205 Worker Skill	4
HSEW 2230 Public Assistance Policy II.....	4
HSEW 2235 Eligibility Systems II.....	4
Total Credits	15

Fall Semester 2024

*HSEW 2290 Internship.....	6
General Education Electives for Diploma	3
General Education Electives for AAS	6
Total Credits	15

Human Services Eligibility Worker Diploma Earned!

Spring Semester 2025

General Education Electives for AAS	14
Total Credits	14

TOTAL DEGREE CREDITS **60**

Human Services Eligibility Worker AAS Earned!

*Check with our Transfer Specialist to see if any knowledge or skills learned outside of the classroom may qualify for Credit for Prior Learning (CPL).

Career Outlook

Eligibility workers are employed by Minnesota human service agencies to assist families and individuals who are living in poverty. More than two thousand men and women are currently employed as eligibility workers in 87 counties across the state of Minnesota. Historically, between 150 and 200 eligibility workers are hired statewide each year. Although some newly hired eligibility workers are promoted from clerical jobs within a human service agency, many new hires come from outside the agency, and many agencies prefer to hire HSEW graduates.

www.pine.edu/apply

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