

Pine Technical & Community College

Human Services Eligibility Worker

• 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 a program 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. This program has 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 diploma level provides the needed competencies to meet the requirements to test with the Minnesota Merit System.

COLLEGE CATALOG 2025-26

Recommended Course Sequence for Completion in 3 Semesters

Fall Semester 1

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

Spring Semester 1

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

Fall Semester 2

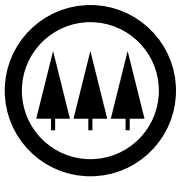
HSEW 2290 Internship.....	6
General Education Electives for Diploma	3
Total Credits	9
TOTAL DIPLOMA CREDITS	40
Human Services Eligibility Worker Diploma Earned!	

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.

pine.edu/apply

320.629.5100 • 800.521.7463



Pine Technical & Community College

Get the Credit You Deserve!

What is Credit for Prior Learning (CPL)?

Pine Technical & Community College (PTCC) values learning that happens outside of the classroom. Many students enrolling at PTCC bring with them a wealth of knowledge and real-world experiences that can be turned into college credit.

Ways students can gain Credit for Prior Learning:

- Job skills and work experience
- Employer training programs
- Volunteer or community services
- Self-study
- Military education and occupations
- Industry certifications
- High school articulate college credit
- Standardized exams

Earning Credit for Prior Learning is Easy

1. Visit the CPL website at mycpl.minnstate.edu to see a full list of eligible courses, requirements, and assessment methods to determine if CPL is right for you.
2. Reach out to records@pine.edu to discuss CPL opportunities, payment (if required), and assessment information.

New to PTCC? Visit Campus!

- Take a campus tour
- Learn about scholarships
- Meet the admissions team
- Tour housing and The REC

Book an appointment to explore PTCC!

Sign up to visit in person, or virtually, to learn more about PTCC programs, admissions requirements, housing options, and more.



pine.edu/visit