



## Hennepin Technical College™

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September 13, 2021

Faculty and Staff,

Thank you to everyone that has completed their Attestation Form regarding COVID-19 vaccination status. If you have not submitted your Attestation Form, please do so as soon as possible (additional information and link in email below). Completing this step will allow for Human Resources to plan on the number of employees that will require weekly testing.

If you encounter any problems with uploading your vaccination card in the VaxTrak tool, you should submit your Attestation Form without the attachment and submit the attachment via email to [human.resources@hennepintech.edu](mailto:human.resources@hennepintech.edu).

Human Resources will contact those employees that require weekly testing with further information.

Thank you for helping HTC comply with the mandates and keeping our community safe.

Office of Communications  
Hennepin Technical College

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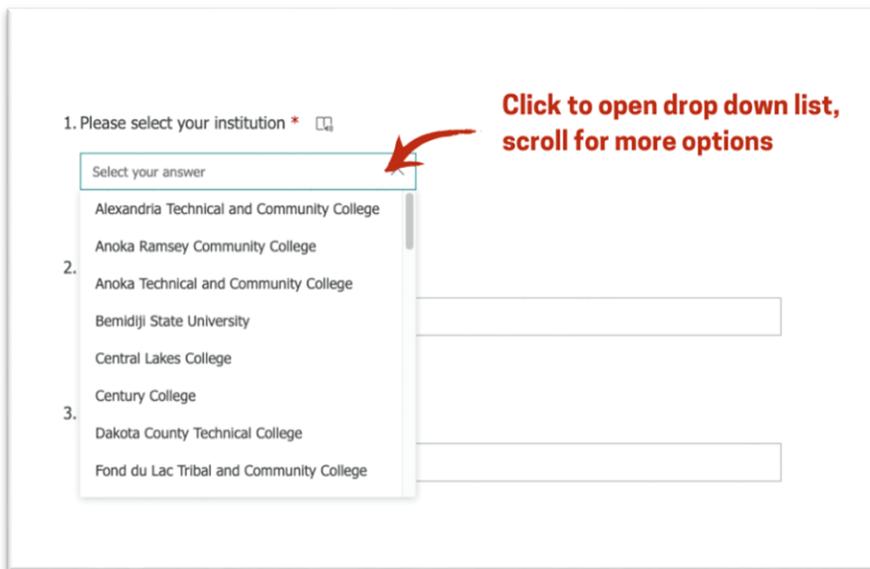
## COVID-19 Vaccine Attestation Form

This form is required for all employees to provide your institution with information on your COVID-19 vaccination status. You may certify that you have been fully vaccinated OR decline to certify that you have been fully vaccinated.

Follow the steps below to complete the form:

### 1. Read the Agency Notice of Intent to Collect Private Data at the top of the form

### 2. Select your institution from the drop-down menu



1. Please select your institution \*

Select your answer

- Alexandria Technical and Community College
- Anoka Ramsey Community College
- 2. Anoka Technical and Community College
- Bemidji State University
- Central Lakes College
- Century College
- 3. Dakota County Technical College
- Fond du Lac Tribal and Community College

Click to open drop down list, scroll for more options

### 3. Enter your official job title



2. Job Title \*

CIO



#### 4. Enter your supervisor's email address

3. Supervisor Email \*

#### 5. Select your attestation option

4. Vaccine Attestation: \*

By checking here, **I certify that I have been fully vaccinated against COVID-19.** "Fully vaccinated" means that it has been at least two weeks since I have received both doses of a two-dose vaccine series or a single dose of a one-dose vaccine approved by the FDA or WHO.

By checking here, **I am declining to certify that I have been fully vaccinated against COVID-19.** I understand that I may later submit proof of full vaccination to MinnState if I become fully vaccinated against COVID-19 or decide to submit proof of full vaccination to MinnState.

**6a. If you choose "I certify that I have been fully vaccinated against COVID-19,"** then you'll be required to provide proof.

1. Click "Next."
2. Upload your official vaccine record document by choosing "Upload file." Upload an image or PDF up to 10 MB.
  - a. *Note: if you're viewing on a mobile device, you'll have the option to open your camera and take a photo of your document.*
3. Click "Submit."
4. **After submitting, no further action is needed unless Human Resources contacts you** to request more information. You will not receive a confirmation email, but your supervisor will receive confirmation on your eligibility for work.

**6b. If you choose "I decline to certify that I have been fully vaccinated against COVID-19,"** then no further information is needed on this form.

1. Click "Submit."
2. **After submitting, you will receive an email with further instructions** including testing information and options, and another form to confirm your consent to testing.



COVID-19 Vaccine Attestation Form

\* Required

### COVID Work Authorization File Submission

5. Please upload Vaccine record documents below (Non-anonymous question ⓘ) \*

↑ Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: PDF,Image

Back Submit