



Hennepin Technical College™

September 20, 2021

Faculty and Staff,

On Thursday, September 9 you received the communication below providing information and a deadline to complete your Attestation Form regarding your COVID-19 vaccination status. The deadline was 4:30 pm on September 16. As a reminder, **this form is required for all staff and faculty who are assigned to work on campus.** If you have not yet completed this task, please complete the form today, Monday September 20.

If you need technical support while using this tool (file upload assistance, browser/device support, et.), please contact the Hennepin Technical College IT Service Desk at 952-995-1411 or service.desk@hennepintech.edu. Please also let HR know that you are working with IT to get documentation uploaded by emailing human.resources@hennepintech.edu.

If you have other questions regarding this policy, please contact human resources at human.resources@hennepintech.edu.

Thank you,

Office of Communications
Hennepin Technical College

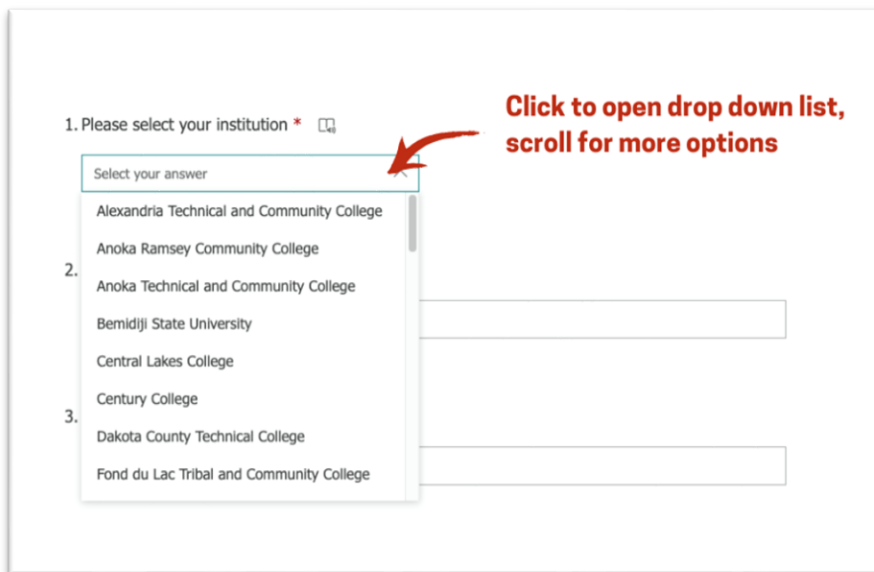
COVID-19 Vaccine Attestation Form

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



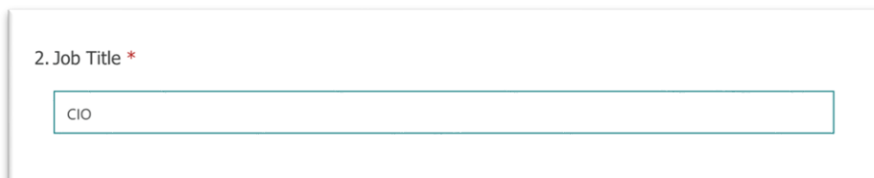
1. Please select your institution *

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