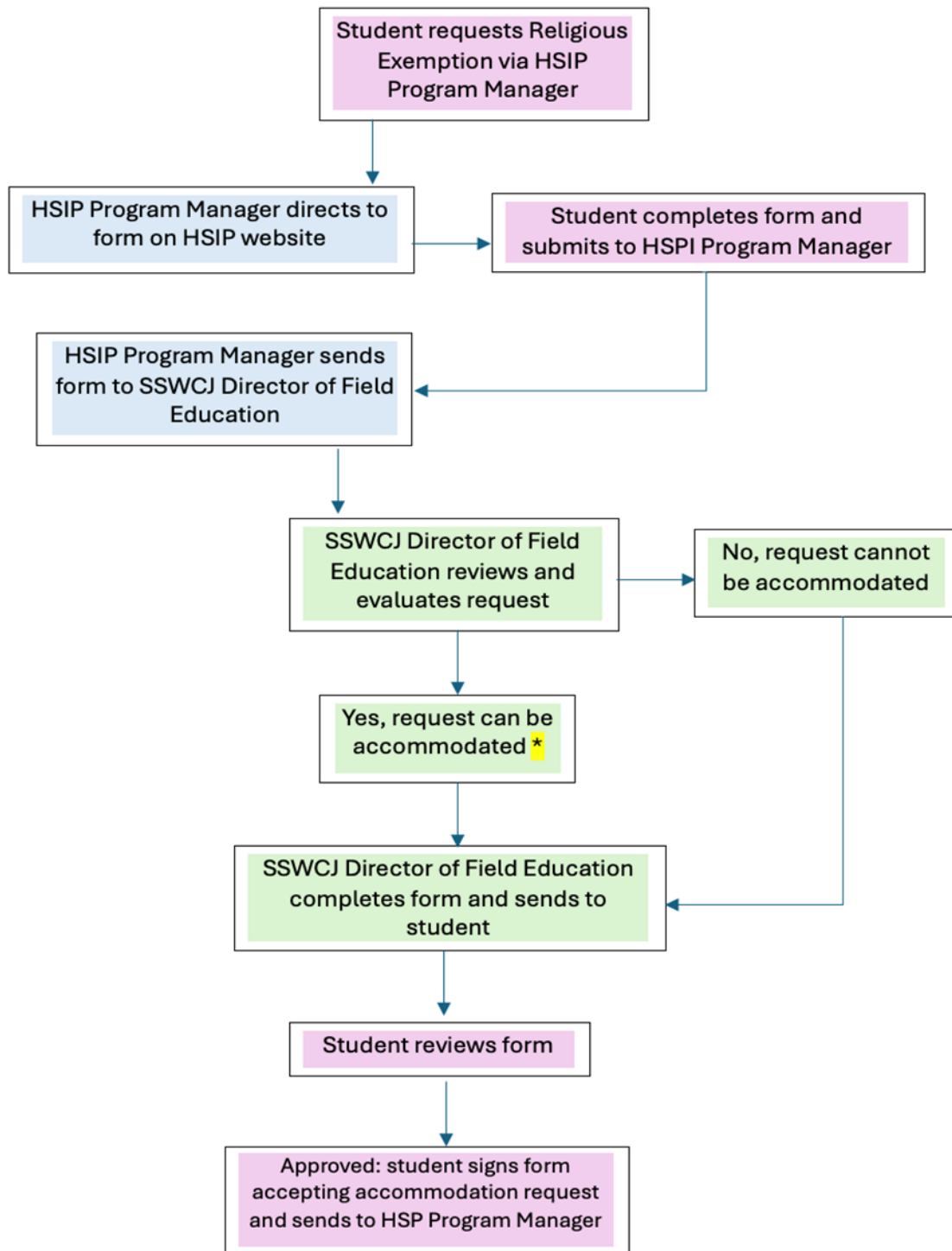


**HSIP Process**

1. Student requests Religious Exemption via HSIP program manager
2. HSIP program manager directs to required form on HSIP website
3. Student fills out form according to instructions and submits form back to HSIP PM
4. HSIP PM sends form to SSWCJ Director of Field Education. HSIP notifies student that form has been submitted to their school/program. PM tracks individuals who have requested a religious exemption.
5. Director reviews form for completeness and for clear connection between religious belief and request for vaccine exemption.
6. Director evaluates request according to program's standard criteria, assigning one of the following determinations:
  - a. Yes, can be accommodated by placement at sites that accept unvaccinated students with religious exemptions.
    - i. Must meet any additional site-specific requirements or processes (PPE, restricted patient populations, additional education and documentation, etc.)
    - ii. HSIP may require titers (e.g., MMR, varicella, hepatitis B, and Tdap).
  - b. No, cannot be accommodated (explanation determined by school/program's individual criteria).
7. Director completes their portion of the Religious Exemption form, including approval/denial and any accommodation requirements. Director signs form and sends directly to student. If the request is being denied, copy HSIP PM.
8. Student reviews form:
  - a. For an approved Religious Exemption:
    - i. Signs to indicate they are accepting accommodation requirements
    - ii. Sends final completed form to HSIP PM and Director

**HSIP Process Workflow**

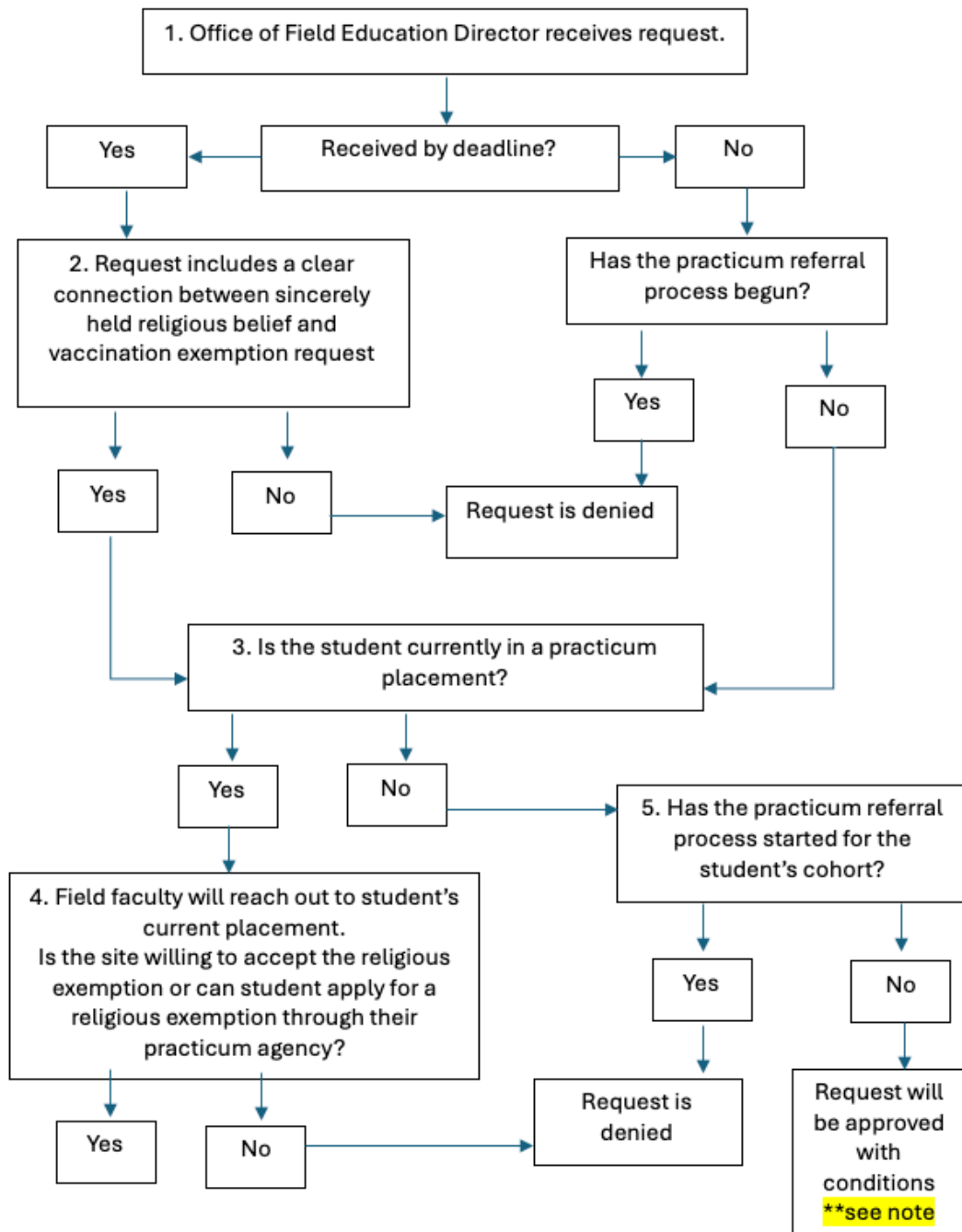


\* Student must meet any additional site-specific requirements or processes (PPE, restricted patient populations, additional education and documentation, etc.). HSIP may require titers (e.g., MMR, varicella, hepatitis B, and Tdap).

**SSWCJ Review Procedure**

1. OFE Director receives religious exemption. Was it received by the deadline?
  - Yes, continue to step 2.
  - No, request is denied if the practicum referral process has started due to missing the deadline which creates a substantial burden to identify available practicum sites. If the practicum referral process has not yet started, then continue to next step.
  
2. Does the request include a clear connection between a sincerely held religious belief and the vaccination exemption request?
  - Yes, continue to step 3.
  - No, request is denied because declinations for any other reason other than religious or medical are not allowed in SSWCJ.
  
3. Is the student currently in a practicum placement?
  - Yes, continue to step 4.
  - No, continue to step 5.
  
4. Field Faculty will reach out to the student's current placement to determine if a religious exemption is possible at that site. Is the site willing to accept the UW religious exemption or can the student apply for a religious exemption through their practicum agency?
  - Yes, the request for religious exemption is approved and will be offered an accommodation to continue their placement at their current site.
  - No, the request will be denied. The student may consider a leave of absence and apply for accommodation prior to a future placement cycle.
  
5. Has the practicum referral process started for the student's cohort?
  - Yes, the request will be denied. The student may consider a leave of absence and apply for accommodation prior to a future placement cycle.
  - No, the request for religious exemption will be approved with the following qualification or additional accommodation requirement, "Practicum placements for ----- quarter have not been assigned yet, so this accommodation is based on the availability of placements willing to accept religious exemptions at that time."

**SSWCJ Review Procedure Workflow**



**\*\*Religious exemption will be approved with the following qualification or additional accommodation requirement, "Practicum placements for ---- quarter have not been assigned yet, so this accommodation is based on the availability of placements willing to accept religious exemptions at that time."**

**Placement Procedure**

1. Students with religious exemptions will follow the same placement process that all practicum eligible students participate in. The student will need to disclose their religious exemption status to their assigned Field Faculty who will work to identify agencies that allow religious exemptions. The student will be limited to these agencies and this may result in a placement outside of the student's desired geographic area or field of interest.
2. To ensure an equitable placement for all students, these sites will be available for consideration to all eligible students during the referral process which may result in a competitive placement. If multiple students are interested, practicum agencies will assess and determine who is offered placement. Agency assessments take place through consultation with Field Faculty and/or student interviews.
3. During the referral and interview stage of the placement process, the student is responsible for disclosing their religious exemption to the practicum agency. Field Faculty may also assist the student in disclosing their religious exemption.
4. If the student with a religious exemption is selected, the assigned Field Faculty member will confirm via email that the agency has been made aware of the student's religious exemption and that the agency approves of the student's placement under this condition. It is the student's responsibility to meet any additional site-specific requirements or processes (agency exemption, PPE, restricted patient populations, additional education and documentation, etc.).
5. If the student with a religious exemption is not selected, the Field Faculty will work with the student to apply at another practicum site, if available, to pursue placement following the steps listed above.
6. After three failed attempts at placement, it is likely the level of effort to continue to place the student constitutes a substantial burden for the Office of Field Education and thus the accommodation cannot be met.