**Additional Requirements for**

**DHS Employees Only**

Applicants must follow all instructions in the CWS numbered memorandum issued each year regarding the MSW Scholarships Program. Failure to follow all the instructions will result in denial of the application. Individuals participating in this program are obligated to work in Child Welfare for 7.5 months per 15 hours of education assistance. DHS staff who work outside of Child Welfare must be prepared to do their practicums in Child Welfare and are under the same work obligations. Each individual signs a legally binding contract with the University of Oklahoma and must repay all funds expended on their behalf within twelve months if they do not fulfill the employment obligation to the DHS.

Employees also may request authorization for up to 20 days of paid Educational Leave per calendar year through DHS. Annual leave may be approved when needed for additional classroom days.

* To be eligible, applicants must meet the following requirements:
* Must have been accepted to the OU School of Social Work
* Must have two years of experience with DHS
* Child Welfare Staff must have completed CORE and all the training requirements
* Forty hours of training must be completed each evaluation period and be documents in KIDS
* Level Training must not be delinquent
* Must have NO rating of less than “Meets Standards” on current OPM-111
* All case responsibilities must be current
* Must not have a Master’s degree in a related field
* Must have approval of the District Director and Regional Director

For more information contact:  
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