



Applying, Reapplying and Viewing the Status to ENE Programs

Apply to a program

1. Click **Apply to a Program**.



PASS is not currently used by all ENE programs. Go to <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider>, and click the Prospective Providers link to view each county's application process and requirements.

2. Select a **Service**. If applying to more than one service type, a separate application is required.
3. Select a **District** or **County** to filter results if needed.
4. Check the box next to each desired program.
5. Click **Continue with Application**.



For the first application to an SENE program, a dialog box will open with the option to provide gender information. This selection allows SENE providers to display in filtered search results.

6. Read the Acknowledgements, and click **Submit**. Notification of approval, denial, or requests for additional information are sent via email.
7. Click **Close**.

District	County	Service
<input checked="" type="checkbox"/>	10 Anoka	SENE
<input checked="" type="checkbox"/>	Chisago	SENE
<input checked="" type="checkbox"/>	Goodhue	SENE
<input type="checkbox"/>	Isanti	SENE
<input type="checkbox"/>	Kanabec	SENE
<input type="checkbox"/>	10 Pine	SENE
<input type="checkbox"/>	10 Sherburne	SENE
<input type="checkbox"/>	10 Washington	SENE
<input type="checkbox"/>	Wright	SENE

I acknowledge that I am required to keep all of my contact information and professional license information updated in PASS and will make changes as they occur. I further acknowledge that I will be required to verify annually in September that I have updated my information and wish to continue on the rosters. If I do not log on to PASS and verify this information during September, I will be removed from the rosters. If I wish to be removed from any program's roster, I can email PASS@courts.state.mn.us or the local program coordinator to request removal.

For Social Early Neutral Evaluation Programs, other than those expressly allowing pre-pairing of teams, I acknowledge and agree to be partnered with any other member of the rosters to which I am accepted.

I agree to timely submit any supplemental application materials required by the local program(s) to the designated person and to respond timely to any other requests for additional information, so that my application can be processed. The local requirements can be found through the County's/Counties' dropdown menu information on the Provider Information Tab on the MJB ECM/ENE webpage: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider>.

I agree to timely submit to the PASS Administrator (by email to PASS@courts.state.mn.us) proof of my professional licenses, if any of the programs to which I am applying require specific professional licenses, and to respond timely to any other requests for additional information from the PASS Administrator, so that my credentials can be verified and my application can be processed. I agree to timely provide similar information for verification purposes when my licenses are renewed for as long as I wish to remain on the roster in any program requiring such credentials.

I declare that all of my profile information is true and correct.

By clicking "Submit" I certify my acceptance and acknowledgment of the above policies and responsibilities.

<input type="checkbox"/>	10 Kanabec	SENE
<input type="checkbox"/>	10 Pine	SENE
<input type="checkbox"/>	10 Sherburne	SENE
<input type="checkbox"/>	10 Washington	SENE
<input type="checkbox"/>	10 Wright	SENE

Applying, Reapplying and Viewing the Status to ENE Programs



Reapply to a program

1. Click **For Providers Only**.
 2. Click **View Status, Withdraw, or Resubmit Application**.
 3. Click **Reapply**.
-  Click **View Application History** to view the status or click **Withdraw** to withdraw the application.
4. Read the Acknowledgements, and click **Submit**. Notification of approval, denial, or requests for additional information are sent via email.
 5. Click **Close**.

Minnesota Judicial Branch
Provider Availability Scheduling System (PASS)

Provider Schedules **For Providers Only** Roster

For Providers Only

Account
View/Maintain Provider Profile

Availability
Add New Availability
Modify Existing Availability
View Schedule/Add-Remove Exceptions

Roster Membership
Apply to a Program
View Status, Withdraw, or Resubmit Application
Reset Service Gender
To request to reset your gender selection for a gender enabled ser applied for, you may send an email to PASS@courts.state.mn.us to reset to display a link here.

Re-Apply to a Program & View Application Status
Provider Name: Neutral, Samatha

Search the list below: [Show Map of MN with Districts & Counties](#)

District	County	Date Submitted	Service	Status	Actions
5	Blue Earth	Tue Jan 22 2019	FENE	Pending Approval	View Application History Withdraw My Application
10	Anoka	Fri Jan 18 2019	SENE	Approved	View Application History
10	Kanabec	Thu Sep 12 2019	SENE	Denied	View Application History Reapply

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