

## Check list for registering a Campus Program for Minors at UHD

This checklist is meant to be a resource for the Program Sponsors of Campus Programs for Minor held on or by the University of Houston-Downtown. This list is not meant to be an exhaustive list but includes steps to register a campus program for minors in accordance with Texas Education Code §51.976. This checklist may be amended as needed.

### **Contract (only needed when using a third-party vendor) – 2 to 3 months prior to program**

- a. UHD hosts must enter into a contractual agreement with a third-party vendor. Steps and details regarding the contract process should be address with Contract Administration specifically LaShondaWhite at [whitela@uhd.edu](mailto:whitela@uhd.edu) or at 713-223-7928.

### **Background Checks – 3 to 4 weeks prior to program**

- a. Each volunteer or employee that works with a program catering to minors must complete an annual background check. This background check can either be done by a third-party vendor or through the Office of Human Resources (OHR) at the expense of the programming department.
  - i. Program Coordinators have each volunteer or employee complete a Security Sensitive Questionnaire
  - ii. Program Coordinators email Jenifer Cortez (Campus Programming for Minors Coordinator) the names and email addresses of the volunteer or employee in need of a background check (include speed type for billing purposes) at [CPfM@uhd.edu](mailto:CPfM@uhd.edu) .
  - iii. Background checks typically take 48-72 hours to complete.
  - iv. Once the background check is complete OHR will email the Program Coordinator of thebackground check status
- b. Dates for background checks must be entered on the Texas State form for Campus Program for Minors.

### **Sexual Abuse and Child Molestation Training – 3 to 4 weeks prior to program**

- a. Each volunteer or employee who works with a program catering to minors must complete an authorized Sexual Abuse and Child Molestation Training annually. This training is required regardless of the modality of the program (online or face to face).

**Note:** If training was taken during university mandatory training, the coordinator or employee/volunteer can indicate so in an email, and the training status will be verified. Training does not have to be completed more than once per year.

- b. To complete this training with UHD, interested employees/volunteers should be directed to contact Jenifer Cortez (Campus Programming for Minors Coordinator) at [CPfM@uhd.edu](mailto:CPfM@uhd.edu) to request training.
- c. Jenifer Cortez will provide access to training to interested employees/volunteers.
- d. Volunteers/employees will receive an email with instructions to review PowerPoint training on Campus Programming for Minors.
- e. After reviewing this training, individuals will take a 27-question quiz to illustrate their understanding of the material. All 27 questions must be answered correctly. Participants may take the test as many times as necessary to achieve 100% compliance.
- f. Once training is complete, the participant should notify his/her Program Coordinator of completion.
- g. It's recommended that the employee/volunteer. screenshot their completion for their coordinator's review

**Register Program – 2 to 3 weeks prior to program**

- a. Program Coordinator must register their program by completing this [Program registration form](#) providing details regarding the proposed program involving minors. Only individuals who have completed the mandatory training and have successfully passed a background check should be included on the form.

**State of Texas form for Campus Program for Minors – at least 1 week prior to program**

- a. In addition to the registration step, the State of Texas form for Campus Program for Minors must be completed and submitted to the Coordinator for Campus Programming for Minors who will verify passage of training and submit appropriate forms to the state authorizing program to take place at UHD. [Texas State Form](#) Program Coordinators will be cc'd on this final step and free to commence with programming.

**Additional Notes:**

- If employees / volunteers are added to a program following the initial registration submission, each step must be followed to include adding the new names to the State of Texas form for Campus Program for Minors for a complete list of individuals working with each program.
- This process must be repeated on an annual basis regardless of the length of program.