

## Checklist for Registering a Campus Program for Minors at UHD

This checklist is meant to be a resource for Program Sponsors of Campus Programs for Minors 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) 3 months prior to program**

- a. UHD hosts must enter into a contractual agreement with a third party vendor if a third party vendor is providing services to the university in the form of programming for minors on or on behalf of UHD. Steps and details regarding the contract process should be addressed with Contract Administration specifically LaShonda White 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 UHD ESO at the expense of the programming department.
  - i. Program Coordinators must have each volunteer or employee complete a [Security Sensitive Questionnaire](#).
  - ii. Program Coordinators login to HireRight Background System and enter the information provided by the potential volunteer or employee. (<https://ows01.hireright.com/login/>) A link to specific guidelines to submit a background check via HireRight can be found [here](#).
  - iii. Program Coordinators email Shyra McMurray and Tamika Small with the names of the volunteer or employee that have pending background checks.
  - iv. Background checks typically take 48-72 hours to complete.
  - v. Once the background check is complete ESO will email the Program Coordinator and Coordinator for Campus Programming for Minors of the background check status.
- b. Dates for background checks must be entered on the [Texas State form for Campus Program for Minors](#).

**\*Note: If you have issues with logging into HireRight, please contact [Shyra McMurray](#).**

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

- a. Each volunteer or employee that works with a program catering to minors must complete an authorized Sexual Abuse and Child Molestation Training. This training can either be done by a third party vendor or through UHD free of charge to the programming department. This training must be completed annually.
- b. To complete this training with UHD, interested employees/volunteers should be given this link to a form where they are able to request access to training. Here they will be asked to agree with the terms outlined for accessing this training. Program Coordinators are encouraged to complete this training first to become familiar with the process. [http://uhd.co1.qualtrics.com/jfe/form/SV\\_3TMvfTOku6zCJgN](http://uhd.co1.qualtrics.com/jfe/form/SV_3TMvfTOku6zCJgN)
- c. Once access is granted, an email will be sent to the Program Coordinators with a link to the training and directions for completion. The Program Coordinator will instruct volunteers/employees to review PowerPoint training on Campus Programming for Minors inside Blackboard (<https://bb2.uhd.edu/>). After

reviewing this training, individuals will take a 27 question quiz to illustrate understanding of material. All 27 questions must be answered correctly. Participants may take test as many times as necessary to achieve 100% compliance.

- d. Once training is complete, participant should notify his/her Program Coordinator of completion.
- e. Program Coordinators will have access to view the completed training OR may contact the Coordinator for Campus Programming for Minors to verify completion.
- f. The successful completion and the date of completion must be entered on the [Texas State form for Campus Program for Minors](#). The UHD Course Approval # is CPM12-0072.

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

- a. Once training/background checks for participating volunteers/employees have been completed, Program Coordinators must complete this form providing details regarding proposed program involving minors. [http://uhd.co1.qualtrics.com/jfe/form/SV\\_26lZTGbQXKtNBry](http://uhd.co1.qualtrics.com/jfe/form/SV_26lZTGbQXKtNBry)

**State of Texas form for Campus Program for Minors – 1 to 2 weeks 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 the program to take place at or on behalf of UHD.
- b. 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.