

YOUTH PROTECTION & PROGRAM SUPPORT AT THE UNIVERSITY OF UTAH

CEL COURSE - SAFETY OF MINORS POLICY COMPLIANCE

Any Community Engaged Learning course that works with minors is a covered program under the [University Policy 1-015 Safety of Minors](#). Please follow the process below if your CEL course will be working with minors. Contact YPPS should you have any questions or concerns regarding the requirements.

Registration

All covered programs (courses) are required to register with YPPS for recording purposes. The registration should be done prior to the students working with minors and can be done on the YPPS website here:

[YPPS Registration Form](#)

Mandatory Training

Each student working with minors is an "Authorized Adult" and is required to go through mandatory Code of Conduct training. To get access to the training module YPPS needs the full name and email address of each student. Instructors may send the class list (with emails) to YPPS, or each student can email YPPS individually with their information.

The student will then receive an email with the link to the online training. **After they complete the training they should forward the Certificate of Completion to you as proof of completion. Instructors are responsible for tracking the completion of the training.**

Background Checks

As "Authorized Adults" the students working with minors must request and pay for a criminal background check (CBC). They do this through the UMarket website: [UMarket Student Background Check](#)

*After the student completes the request, they will receive an email from Certiphi with a link to a form where they fill out their personal information required to complete the CBC. It is essential that they complete the form and submit ALL of the required information.

*Once the check is complete they will get a confirmation email from Human Resources. **They will forward this to you as proof that they cleared their background check. Instructors are responsible for tracking the completion of background checks.**

*Note: If there is a "hit" on a background check that disqualifies the student from working with minors you will be contacted by OEO/AA