Program Registration Procedures:
The registration process, for the ability to run your event on UD’s campus, is intended to facilitate the protection of minors at programs, camps or other similar events, sponsored by University employees and/or volunteers, or Third Parties held on University property or in University facilities. Please follow the 5 steps below to register your event with the University:

Step 1: Registration
No less than 60 days before the start of the program, the program organizer must register the program by submitting the Program Registration Form. Registration requires the following items:

- Name and contact information for program organizer;
- Description of program;
- Anticipated number and ages of participants; and
- Anticipated number of program staff

Step 2: Criminal Background Checks (Updated 1/14/2021)
All program organizers must obtain a background check for themselves and each program staff prior to that person interacting with minors. A Protection of Minors cleared background check, at a minimum must include:

A. A name-based Delaware criminal background check through the Delaware Justice Information System (DELJIS)*; and a Child Protection Registry Check through the Department of Services for Children, Youth and their Family (DSCYF)* is to be completed by all volunteers and employees 16 and older.

B. An out-of-state criminal record check using private, third-party providers of such checks, provided that any out of state criminal record check shall include a Social Security trace search and county-based criminal record search in the counties in which the individual has resided within the past 10 years.

How to complete A & B:

A. In compliance with DSCYF regulations under 31 Delaware Code, Section 309, all employees of Youth Programs sponsored or organized by the University, and third-party Youth Camps* conducted at the University, are REQUIRED to complete The Delaware Child Protection Registry Portal Consent form Child Protection Registry Consent Form. Please securely upload the completed form(s) to http://www.udel.edu/DSCYF-Consent for University programs. The OEI Protection of Minors Program Coordinator will be uploading the submitted forms to The Delaware Child Protection Registry Portal and (DSCYF &DELJIS) and will be notified of prohibited persons only due to Delaware Criminal Conviction search results.

*For third-party programs go to the DSCYF portal: https://childprotectionregistry.delaware.gov/s/login/?ec=302&startURL=%2Fs%2F

If you have any questions about the DSCYF Child Protection Registry process please email Alice Moore at protectionofminors@udel.edu
B. For programs sponsored or organized by the University: Click Here and submit the requested information according to instructions on the template. If you have questions contact Kristen Hickman Protection of Minors Background Check Coordinator, khickman@udel.edu.

A Juvenile Release Form will also need to be completed and sent to Kristen Hickman khickman@udel.edu before a background check can be completed. Click Here

For third-party programs: The University has a partnership with Sterling Talent Solutions. If you opt to utilize their services, click here for instructions. If you use a another vendor they must meet the minimum requirements of A & B.

**Step 3: Training**

For programs serving youth, annual training is required for all program staff prior to the start of program. “Program Staff” means all employees, volunteers, and/or independent contractors of a Program for Minors. Program Organizers will need to email a staff roster including individuals first/last name and email address to protectionofminors@udel.edu or require program staff to request individual access click here. This will enable OEI Program Coordinator to enroll individual staff in the training module with their unique email and initiate an email invitation to complete the “Protecting Youth” EverFi training. This child neglect and abuse prevention training covers basic prevention methodology, reporting processes, and federal and state reporting requirements. The training module duration is 1 hour, there is a certificate available upon completion.

**Step 4: Certification**

No less than 7 days before the start of the program, the program organizer must certify the program by submitting the Program Certification Form. Certification requires the following items:

- A background check and Protecting Youth training for each program staff. The program organizers must maintain a roster of the program staff and the completed requirements.

- The proper permission slips and/or release for each participant. The program organizer must maintain a roster of participants with the completed requirements.

- A detailed description of the sign-in and sign-out procedures for the program. Please type this into the certification form or email to protectionofminors@udel.edu.

- The number and ages of participants. Please type this information into the certification form.

**Step 5: Approval**

The Registration process is not complete until written approval from OEI has been received by the program.