**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 6 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: Background Checks**
All program organizers must obtain a background check for themselves and each program staff prior to that person interacting with minors. A 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)*.

  [Consent Form](#) to be completed by all volunteers and employees 16 and older. Submit forms via fax to 302-739-6285, via email to DELJIS_Clearance@state.de.us

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. For programs sponsored or organized by the University: [Click Here](#) and submit the requested information to Mark Williams, Background Check Coordinator, markwill@udel.edu. The subject line should include “Protection of Minors” and the program name. For programs sponsored or organized by third parties: The University has a partnership with Sterling Talent Solutions. If you opt to utilize their services, [click here](#) for instructions.**

A [Juvenile Release Form](#) will also need to be completed and sent to Mark Williams, markwill@udel.edu before a juvenile background check can be completed. [Click Here](#)

*NOTE: Item A. is completed through the State. DELJIS will review the application and then send it along to DSCYF for review. You will only hear from the State if a background check does not clear.

**NOTE: Item B. is conducted by Mark Williams, as noted above, for University sponsored events and Sterling Talent, or other chosen vendor, for Third Party sponsored events.

**Step 3: Training**
If you are affiliated with the University of Delaware – full time, please complete your online training by registering through ConnectingU.

If you are not affiliated with the University of Delaware or you are part-time, please register here to receive a link to the online training module.

**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 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.

**Step 6: Registration with DSCYF**

In compliance with DSCYF regulations, Youth Camps sponsored or organized by the University, and third-party Youth Camps conducted at the University, are REQUIRED to also complete a registration for Youth Camp Delaware Justice Information System (DELJIS) Form. Please send the completed form via email to Ruth.Hess@state.de.us or fax it to 302-633-5191.

The DSCYF, Delaware Office of Child Care Licensing (OCCL) and the state Criminal History Unit will review it and, if approved, send you your letter of approval directly. If you have any questions about the DSCYF Youth Camp registration process please call OCCL 302-892-5800.