

## FAQ

### **What are some examples of programs covered?**

Workshops, conferences, services, camps, and campus visits are just a few of the campus programs that are covered. Please review the Minors on Campus Administrative Procedure for a complete definition of “Program.” If you are unsure whether your program should register, contact Engage@EMU.

### **What about Public Events?**

Public events do not need to register through Minors on Campus.

### **Who qualifies as an “Authorized Adult” or “Program Staff”?**

“Authorized Adult” or “Program Staff” mean individuals, paid or unpaid, who interact with, treat, supervise, chaperone, or otherwise oversee Minors in Program activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adult or Program Staff roles may include counselors, chaperones, coaches, instructors, health care providers, etc. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with Program participants other than short-term activities supervised by Program Staff.

### **Who should complete a background check and how often?**

Anyone in the program who qualifies as an “Authorized Adult” or “Program Staff” as defined by the Minors on Campus Administrative Procedure. If you are unsure of whether someone falls under this definition, please review the definition in the procedure or contact Engage@EMU.

Background checks must be renewed every 3 years. Please note, you must still submit names of everyone involved in your program every time you complete the application for program registration, regardless of when they received a background check.

### **My “Program Staff” or “Authorized Adults” have already had background checks. Do they still need to be submitted for background checks?**

Yes, you will still need to submit all names for background checks. HR can check for previous background checks and if they have had the appropriate background check within the 3 year time frame, they will not need another one. If they have had background checks completed through another entity, they will need to get one through EMU HR.

**Who does the background checks?**

HR is conducting all background checks through their provider Orangetree. Information returned on background checks is sensitive in nature, and therefore will not be shared. HR will provide Engage@EMU with a “Yes” or “No” on whether someone is cleared to work with minors. No other information will be provided or requested.

**How long do background checks take?**

From time of submission, background checks can take from 1-2 days up to a week to be completed. We will notify you as soon as background checks are completed as well as if there are any problems. Please keep in mind this is an estimated turnaround time. You should plan ahead in the event it could take longer.

**How much does the background check cost?**

There is fee per person for the background check. This fee is subject to change without notification based on annual contracts with provider. There may be some exceptions to the background check, so if you are unsure, please contact Engage@EMU.

**Who pays the Background Check fee?**

The fee for background checks will be the responsibility of the program. Costs may vary and are subject to change. EMU Human Resources will run the background checks and pass on the fee to the program.

**How do I get my program registered?**

- Review the Policy and Procedures
- Submit Program Registration and Background Checks
- Complete online training modules for anyone working with Minors in the program.

Upon submitting the Program Registration form, your program will be held "In Review" until Background Checks and Training modules are completed.

Once all steps have been completed and meet the procedural guidelines, the program will be considered “Registered” and approved to operate.

**When should I start this process?**

It is recommended you start the process at least 45 days before the program start date.

**How often do I need to register my program?**

Programs need to renew their registration every year. If your department has multiple programs, each program needs to be registered.

**What if I have a volunteer that is under 17?**

HR can run a background check for minors that are EMU students only. There may be an additional form necessary for this process. Please specify if they are under 18 years of age when submitting their name on the Background Check form.

If a background check cannot or has not been completed, the minor/any volunteer must be supervised by an “Authorized Adult” or “Program Staff” at all times.

**Do I have to do anything if I book/rent out facilities to programs?**

If you are in charge of renting out facilities, you only have to add the EMU Facilities Use Addendum with the contract provided to the group. This addendum informs the signee they must be in compliance with the Minors on Campus Policy and Procedures.

In addition, as the authority issuing the contract you are responsible for ensuring the agreement, the terms and the University’s policies are enforced.

**I am with a non-University sponsored program. Am I able to access the training?**

Yes, if you would like you and your program staff to receive the Minors on Campus training, please email Janice Lee at [jlee147@emich.edu](mailto:jlee147@emich.edu). We will need the following information: Full Names and Email addresses. If they have an EID or emich.edu email, please provide these as well.

**What do I need to do if my event is for Minors who come under the supervision of school Teachers and Chaperones? Do I still need to register with Minors on Campus?**

If the Minors are on EMU campus for your program, but are directly supervised and accompanied by school teachers and chaperones at all times (this means your program staff does not have any custody or control over the Minors), your program/event is exempt. Please make aware in program/event documents that are provided to the school that teachers and chaperones/other school entities are directly responsible for supervision of Minors throughout the entirety of the program/event. If there are specifics to your program you would like to discuss, please contact us directly.

**How close to the Minors do Program Staff or Authorized Adult have to be/stay during the program?**

Please review the section titled “Ensure adequate supervision of Minors” in the Administrative procedure. There are guidelines for supervision detailed as well.

**Who can I contact with questions/concerns?**

If you have any further questions or concerns, please contact the Minors on Campus coordinator, Janice Lee, or Engage@EMU.