Activities with Minors Assignment Directions

You will be registered for the Activities with Minors and Standard for Behavior training. You will

receive an email with steps to follow to complete both trainings.

The email you will receive looks similar to this: -

You will follow each step outlined in the email. Additionally, you will complete the Activities with Minors training in BuckeyeLearn. Directions can be found here:

https://hr.osu.edu/wp-content/uploads/policy150-buckeyelearn-access.pdf

Please contact <u>minorspolicy@osu.edu</u> if you have any issues after receiving the email to the right.

MESSAGE FROM THE OFFICE OF HUMAN RESOURCES

You have been designated as a person holding a care, custody control role with Teacher Licensure Programs. Care, custody or control responsibility is defined as "when an adult(s) is present and has primary responsibility for supervision of minors at any given point throughout the activity or program with minors" under the Activities and Programs with Minor Participants policy.

Please note that the policy requires minors to be supervised at all times.

Below are your next steps for working or volunteering in Teacher Licensure Programs:

- Carefully review <u>Activities and Programs with Minor Participants</u>
 Obtain a fingerprint background hedek. Results can take 6-8 weeks to be returned, so plan accordingly. Note that this is different from the university's employment background check.
 - If you have had a fingerprint background check done at Ohio State within the past four years, check with your activity or program director to verify your eligibility.
 Fingerprinting services are available at The Ohio State University Office of Human Resources (OHR). Visit the OHR Website for
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 Office of Human Resources (OHR). Visit the OHR Website for
 details, including location, hours and what items to bring with you.
 If you will not be getting your fingerprint background check at OHR
- details, including location, hours and what items to bring with you.

 of I you will not be getting your fingerprint background cheek at OHR,
 notify your activity or program director to learn which steps to take.

 4. Complete the pollor training in "BuckeyeLearn, which takes about 30
 minutes and is good for one year. Click "learning," "browse trainings," select "Activities and Programs with Minor Participants Policy Training."
- select "Activities and Programs with Minor Participants Policy Training."

 5. Save the reporting phone numbers. Download the attached vCard as contact in your phone to remind you of the training and appropriate
- Sign the policy Standards of Behavior. You will receive an email from DocuSign with instructions on how to sign the document.

If you have any questions on these requirements, please contact your activity or program director, Tami Augustine, 614-292-7078. Thank you for helping to promote the safety of minors at Ohio State.

Lindsay Meyer Bond

If your program requires you to turn in documentation of completion, or if there are any verification of issues, you can download the certificate of completion to provide documentation.

