Information for third parties using Rutgers University facilities for youth-serving programs.

Non-University organizations that wish to operate programs or activities involving minors at Rutgers must ensure their programs are run consistent with the guidelines of the University’s Protection of Minors Policy and the Guide to Working with Minors.

The following requirements must be met by Program Directors 4 weeks before your program begins:

- **Registration**: Register your program annually with the University in the Protection of Minors (POM) Database by visiting halflife.rutgers.edu/minors.
- **Training**: Enroll yourself, your employees, volunteers, and service providers for the free 30-minute online training course by clicking “add person” as part of the registration process in the POM database. This is an annual requirement. Please note, employees should not self-enroll for training. They should be enrolled by the Program Director as part of the registration process.
- **Background Checks**: Conduct criminal history and sex offender checks on staff and volunteers who exercise responsibility over minors as defined by the policy. This is required once every three years. You may select “Third Party Coordinated Checks” in the database during the registration process. Once each employee has successfully passed their background check, please log back into the database and certify the check was completed by entering the date of the check for each employee.

No authorized adult or volunteer in a direct contact position as defined by the policy may work with minors until a satisfactory criminal history check has been completed.

Rutgers University uses the following vendors for background checks which may also be used by third parties if you do not have an existing vendor:

- **General Information Services**
  http://www.geninfo.com/
  1-888-333-5696

- **New Jersey State Police (MorpoTrust USA)**
  http://www.njsp.org/about/serv_chrc.html
  609 882-2000 ext. 2918

**Note**: The University may require third parties to provide documentation showing satisfaction of training and background check requirements upon request.

HAVE QUESTIONS? Contact the POM Steering Committee at protectminors@aps.rutgers.edu

Rutgers, The State University of New Jersey
Protection of Minors Program