Protection of Minors on Campus Registration Checklist for NYU-Sponsored Programs

Directors of programs or activities operated or sponsored by NYU that involve minors are required to register the program or activity by completing the steps in this checklist. For more information, visit nyu.edu/protectionofminors.

For questions or if you are registering a program for the first time, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

1. Register the program in the Protection of Minors on Campus Registration System by the appropriate deadline following the instructions in the registration system guide:
   - One month prior to the start of the program: If the program does not involve overnight stays for minors in NYU residence halls
   - Two months prior to the start of the program: If the program involves overnight stays for minors in NYU residence halls or minors using University laboratories or equipment

2. Enter information for all minors participating in the program into Albert.
   - Contact University Programs (university.programs@nyu.edu / 212-998-4827) to enter this information.
   - Information is used to help facilitate the receipt of an NYU NetID and NYU ID card which will allow for access to NYU facilities and other resources (NYU Classes), and to capture emergency contact info for all participants.

3. Confirm all program staff, including the program director, completed the Child Abuse Prevention and Awareness Training and enter the training completion dates in the Protection of Minors on Campus Registration System prior to the start of the program/activity.
   - Program staff will receive an email with a link to online training after the program is registered.
   - After completing training, program staff should forward their confirmation email to the program director.
   - Program director will then enter training completion dates for all program staff in the Protection of Minors on Campus registration system.

4. If the program/activity involves the use of laboratory, art or other dangerous equipment, confirm all program staff and participating minors received the requisite safety training offered by the NYU Department of Environmental Health and Safety (EHS).
   - If EHS training is required, please visit the EHS Training website to identify what training is needed. Please contact EHS with any questions (ehs@nyu.edu / 212-998-1450).
   - Retain a record verifying completion of safety training in a secure location.
5. Confirm all program staff received a clearance date in the Protection of Minors on Campus Registration System prior to participating in the program/activity.
   - A clearance date will only be available when all policy requirements are met

6. Collect and retain signed Release Form and Medical Treatment Authorization Form, from the parents or legal guardians of all participating minors prior to start of the program for the following types of programs.
   - Overnight stays
   - Athletic or Recreational activities
   - Working in NYU laboratories
   - Off-site programs
   - Any other programs/activities designated by the Office of Youth Programs Compliance

7. Review the Guidelines for Working with Minors outlined in the Protection of Minors Policy with all program staff.

8. Review the Safety and Emergency Procedures for NYU-sponsored programs/activities which involve the participation of minors.
   - Collect mobile telephone numbers (if any) and emergency contact information for all minors participating in the program.
   - In the event of an emergency requiring evacuation of an NYU Facility containing minors in an NYU sponsored program, members of the University community will follow the emergency procedures outlined by the facility.
   - Sponsoring departments or units should provide notification to the Department of Public Safety and the Facility Manager of the location, dates, and times when minors in NYU sponsored programs will be present in NYU so that plans for emergency evacuation plans can factor in any special considerations arising out of the presence of minors.