

Working with Minors Information for External Agencies

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

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 \(POM\) 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 in the Rutgers POM Database 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 uses General Information Services for background checks related to hosting minors on campus. If you do not have an existing vendor, you may utilize the following options:

General Information Services (sister company)
<https://www.backgroundchecks.com>
866-300-8524

New Jersey State Police (MorpoTrust USA)
<http://www.njsp.org/criminal-history-records/index.shtml>
609-882-2000 ext. 2918

Note: Rutgers 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

For more information,
visit us online at
protectminors.rutgers.edu

