

## University-Affiliated Programs Involving Children: RC Certification Form

This form must be completed and submitted when registering a Program Involving Children.

**Note:** to ensure signature fields function properly, please download this form to your computer prior to filling it out.

### Program Information (to be filled out by Program Facilitator)

Name of Program:

Location of Program:

Program Start Date:

Program End Date:

Department:

Responsibility Center (RC):

### Program Facilitator and RC Certification Acknowledgement:

Program Facilitators who are operating University-affiliated Programs Involving Children ("programs") are required to register with the University.

The process for registering a University-affiliated program includes providing the University with essential program details, uploading this RC Certification form, uploading a Program Roster, and coordinating with the Office of Human Resources on the submission of required Child Protection Clearances for all individuals on the roster.

**All clearance documents must be submitted at least three (3) weeks prior to the Program start date. Any Program not in compliance prior to the start date of the Program will be subject to cancellation by the University.** For more information, please review the [Camps and Programs Involving Children](#) web page.

**By signing this form, Program Facilitators and Authorized RC individuals confirm that they are aware of:**

- The activities and details planned for the Program Involving Children occurring under the RC
- The [requirements for a Program Facilitator and RC](#) relating to this Program
- Their responsibility for the Program's compliance with University Policy and clearance requirements

### Program Facilitator

Name:

Date:

Signature:

### Authorized RC Representative

Name:

Date:

Signature: