

Instruction Sheet for Campus Programs for Minors

You need to complete the forms and submit it to the Office of Emergency Management if:

- The age of any of the participants is under 18, and
- NCTC Faculty, Staff, Student, or Volunteers are responsible for the participants; and
- The length of the program is 2 days or more.

Steps required prior to any Campus Program for Minors conducted by a component of NCTC:

1. Any college employee or volunteer who has not submitted to a criminal history record investigation pursuant to NCTC [Employment Practices](#), must do so prior to working at a Campus Program for Minors. Background checks are required every year and are not conducted on minors or college students working at a campus program in fulfillment of required class work.
2. At least 30 days before the program occurs, the Program Operator will ensure that all individuals listed on the enclosed spreadsheet have completed the Sexual Abuse and Child Molestation Training. The information must also be submitted to TDSHS on the appropriate "Campus Program for Minors Information Form" approved by TDSHS (the current form can be downloaded at <https://www.dshs.state.tx.us/cpm/forms.shtm>).
 - For current NCTC employees this training can be conducted via OneLogin, Safe Colleges training application. Below are direction to access the training:
 1. www.nctc.edu
 2. Select OneLogin from the ribbon bar
 3. Select SafeColleges (If the application does not appear in your frequent apps, type in the name via the search bar)
 4. Once inside the SafeColleges app, click View Library (towards the bottom of the screen)
 5. Once inside the library, type into the search bar (top right of the screen) "Camps on Campus"
 6. Select **Texas Approval Course CPM18-0136**.
3. The Program Operator must obtain written approval from the Department of Public Safety, Office of Emergency Management to conduct the program.

Steps required prior to any Campus Program for Minors conducted by a Third Party at a Component of NCTC:

1. The third party must, within 15 days of the program, submit to TDSHS, and at least 30 days before the start of the camp to the Institute of Higher Education, a form indicating each individual who will be working or volunteering at the program has completed the Sexual Abuse and Child Molestation Training. The information must be submitted to TDSHS on the appropriate "Campus Program for Minors Information Form" approved by TDSHS (the current form can be downloaded at <https://www.dshs.state.tx.us/cpm/forms.shtm>).
2. The third party must certify to NCTC that no individual who will be working or volunteering for the program has any felony criminal convictions or any crime(s) related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a minor.
3. The third party must agree to indemnify and hold harmless North Central Texas College from any and all liability and claims arising from the program.