**PROGRAMS FOR MINORS**

If you are working with minors – be aware of the potential need for registering your program due to UT policy (<https://universitytennessee.policytech.com/dotNet/documents/?docid=184&public=true>):

Similar to IRB, in which research with human participants is not engaged in until there is IRB approval, a program that meets the definition of a covered program that needs to be registered should not have contact with minors until the process of registering is completed.

Your program needs to be registered if it is:

1. A program or activity in which minors participate that is sponsored by a University Unit; or
2. A program or activity in which minors participate that is sponsored by an entity other than a University Unit and involves use of University owned or controlled real property.

There are a few descriptors in the policy which indicate when a program does not need to be registered – one of these descriptors relates to course credit.  So if the program is solely for course credit – it does not have to be registered.

**Thus – if you are doing an activity, on or off campus, with minors, in which the activity is not solely for course credit – there is a high likelihood that you must register the program to be compliant with the policy.  Please contact** [**safety-minors@utk.edu**](mailto:safety-minors@utk.edu) **if you have questions about registering your program.**

In this process, please be aware of a few things:

1. Registration needs to occur prior to the program starting.  You may consider submitting paperwork 45 prior to the start due to the time required for background checks.
2. If your program lasts for more than a year – you will need to re-register it.  This process is not automated (like IRB) – so you will need to start this process 60 days prior to its annual due date.  I have requested that emails be sent out to the program directors about this – but you may consider putting this on your own calendar to remind you of the need for renewal.
3. The current process for background checks is thru HR – with a larger company actually doing  the checks.  Thus, adults that are being registered on the program will receive an email from the company (not from UT) and a response to the email is required.  I have requested the information about this email to be added to the Programs for Minors website to prevent confusion – but a delay in responding to the email will delay that person’s background check (which can also delay the approval of the program).  So you may want to inform adults that are added to the application about this email  (feel free to check with Programs for Minors about the email if you questions).

The program director is responsible for ensuring that all covered adults have completed their background checks and trainings.  This may require program directors to contact Programs for Minors regarding the status of background checks, etc.

If you need assistance to complete this process, please contact me, [hraynor@utk.edu](mailto:hraynor@utk.edu).  The website for Programs for Minors is located here:

<https://programsforminors.utk.edu/>