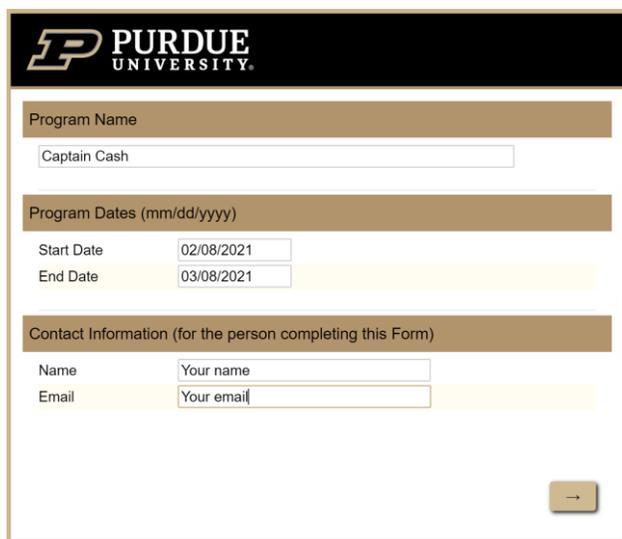


Programs for Minors Registration Form Example for County HHS Program with IRB approval

Visit the [Vice President for Ethics and Compliance](#) website to complete the [Programs for Minors Registration Form](#). This form needs to be completed annually for any program you deliver involving minors.

This template provides you with the step-by-step instructions on how to accurately complete the form for a Hybrid HHS Extension program that utilizes an IRB approved evaluation. This example features the Captain Cash program.

1. Enter your program name, start date, end date, and your contact information.
NOTE: If you plan to offer the program multiple times throughout the HHS Extension program year (at the same or different locations), list the start date as June 1 and the end date as May 31. By doing this, you will not have to complete a form for each individual program.

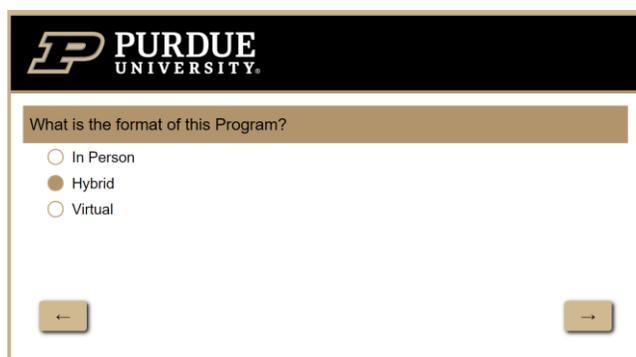


The screenshot shows the top portion of the registration form. At the top is the Purdue University logo. Below it are three main sections:

- Program Name:** A text input field containing "Captain Cash".
- Program Dates (mm/dd/yyyy):** Two input fields. "Start Date" is "02/08/2021" and "End Date" is "03/08/2021".
- Contact Information (for the person completing this Form):** Two input fields. "Name" is "Your name" and "Email" is "Your email".

A right-pointing arrow button is located at the bottom right of the form.

2. Select the appropriate format of this program. For this example, a hybrid format has been chosen.



The screenshot shows the second step of the registration form. At the top is the Purdue University logo. Below it is a question: "What is the format of this Program?".

There are three radio button options:

- In Person
- Hybrid
- Virtual

Navigation buttons are present at the bottom: a left-pointing arrow on the left and a right-pointing arrow on the right.

3. Provide the address of the County Purdue Extension Office; the program IS co-sponsored by another unit of Purdue University.

The screenshot shows a form with the Purdue University logo at the top. The question is: "What is the physical address of the program? (If virtual, use the mailing address of the program)". Below this are four input fields: "Building Name or Address" (containing "Test County Extension Office"), "City" (containing "West Lafayette"), "County" (containing "IN"), and "State" (empty). Below the fields is a question: "Is the program sponsored/co-sponsored by a college, school, department, office, organization or other unit of the University?". There are two radio buttons: "Yes" (selected) and "No". Navigation arrows are at the bottom.

4. Enter: "Health and Human Sciences, Purdue Extension"; the program is NOT sponsored by another organization NOT affiliated with Purdue

The screenshot shows a form with the Purdue University logo at the top. The question is: "Which college, school, department, office, organization or unit?". Below this is a text input field containing "Health and Human Science". Below the field is a question: "Is the program sponsored/co-sponsored by an individual or organization that is not affiliated with the University?". There are two radio buttons: "Yes" (unselected) and "No" (selected). Navigation arrows are at the bottom.

5. The program will NOT utilize any University owned/managed facilities.

The screenshot shows a form with the Purdue University logo at the top. The question is: "Will the program utilize any University owned/managed facilities (including a Residence Hall)?". Below this are two radio buttons: "Yes" (unselected) and "No" (selected). Navigation arrows are at the bottom.

6. Minor participants will not be accompanied/supervised by a parent/guardian. YES, the Captain Cash program is considered University research involving minors as human subjects.

PURDUE
UNIVERSITY.

Will minor participants be accompanied and supervised by a parent or legal guardian?

Yes
 No

Is this Program considered University research involving minors as human subjects?

Yes
 No

7. The Captain Cash program has IRB approval. All components of this program are subject to IRB oversight.

PURDUE
UNIVERSITY.

Does this Program have IRB approval?

Yes. All components of this program are subject to IRB oversight.
 Yes, but some components of the Program are not subject to IRB oversight.
 No

8. This notification will confirm that you have registered your Hybrid Captain Cash program for the year.

PURDUE
UNIVERSITY.

Thank you for registering your program. The Office of the Vice President for Ethics and Compliance will be in touch if we need more information. Please contact youthprotection@purdue.edu with questions regarding this form.

An e-mail will be returned to you from youthprotection@purdue.edu with a printout of the program that you have submitted (may take a couple days). Keep this printout on file for your records. Add a recurring note to your electronic calendar to serve as a reminder to complete this process annually.

NOTE: If a program meets multiple times in a given year (i.e. – Captain Cash Program with several sessions or group meetings), then one registration form can be submitted by the local HHS Educator coordinating the program to cover all sessions and programs in a given year.

Multi-County Programs: The Educator responsible for a multi-county event will annually submit ONE “Programs for Minors Registration Form” for EACH multi-county event that is coordinated by the Extension Educators on a multicounty level.

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