

Programs for Minors Registration Form Template for County ANR Program

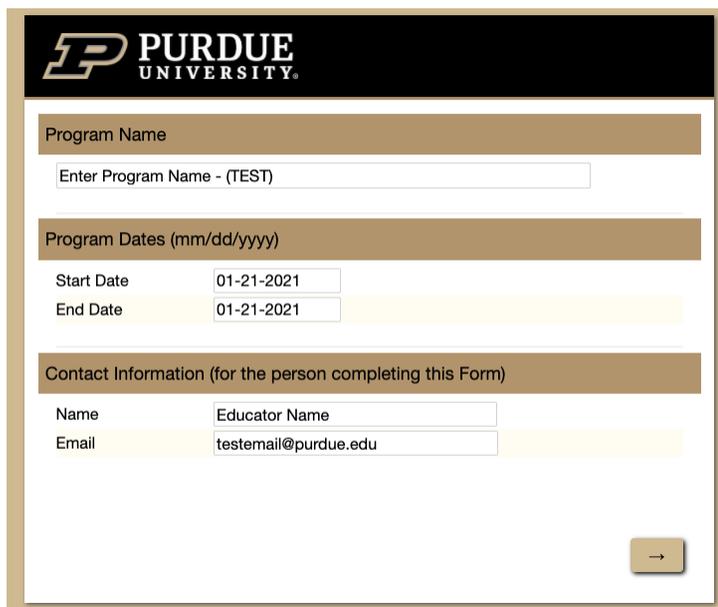
In-Person Program Example

(based on a Nature of Teaching delivered in a school)

Visit the [Vice President for Ethics and Compliance](#) website to complete the [Programs for Minors Registration Form](#).

This template provides you with the step-by-step instructions on how to accurately complete the form for an in-person ANR Extension program.

1. Enter your program name; start date; end date; this template is for in-person programming.



PURDUE UNIVERSITY

Program Name

Enter Program Name - (TEST)

Program Dates (mm/dd/yyyy)

Start Date 01-21-2021

End Date 01-21-2021

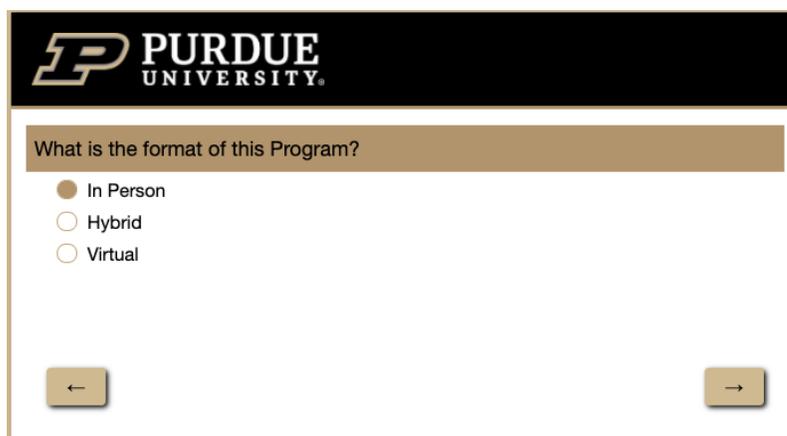
Contact Information (for the person completing this Form)

Name Educator Name

Email testemail@purdue.edu

→

2. What is the format for the program? Enter it here.



PURDUE UNIVERSITY

What is the format of this Program?

In Person

Hybrid

Virtual

← →

3. Provide the address of the County Purdue Extension Office or Department; the program IS sponsored by a unit of Purdue University.

PURDUE UNIVERSITY

What is the physical address of the program? (If virtual, use the mailing address of the program)

Building Name or Address	Test County Extension O
City	Test City
County	Test County

Is the program sponsored/co-sponsored by a college, school, department, office, organization or other unit of the University?

Yes
 No

← →

4. Enter: "Agriculture, Purdue Extension"; the program is NOT sponsored by another organization NOT affiliated with Purdue

PURDUE UNIVERSITY

Which college, school, department, office, organization or unit?

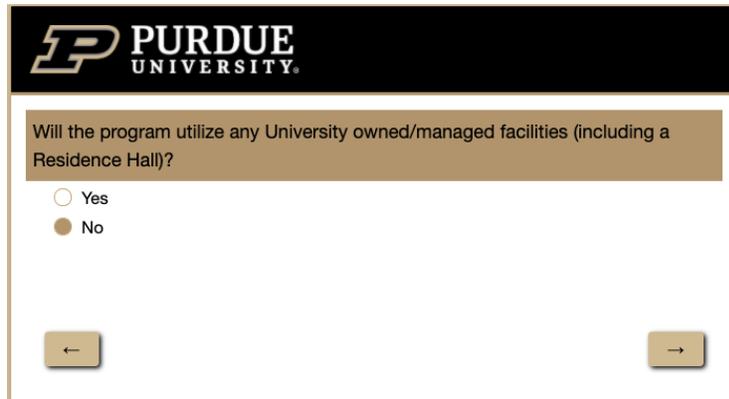
test

Is the program sponsored/co-sponsored by an individual or organization that is not affiliated with the University?

Yes
 No

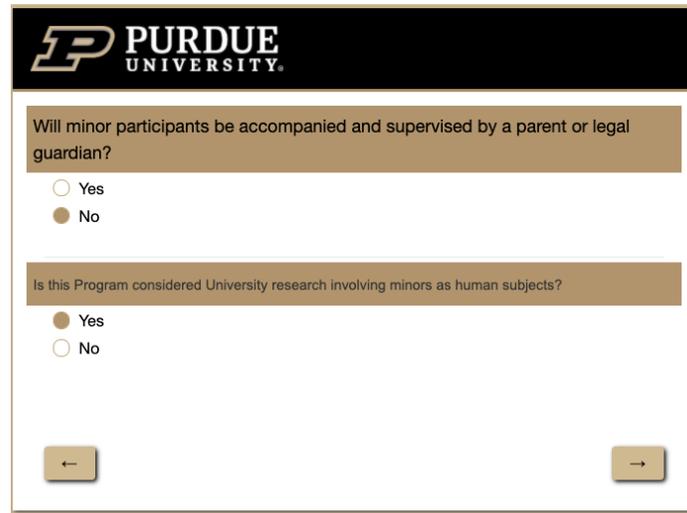
← →

5. The program will NOT utilize any University owned/managed facilities since it will take place in a school. If you utilize a county fairgrounds or Extension office, according to the Purdue Youth Protection staff's definition, this is a University owned/managed facility. In that case, you would answer "yes" here.



The screenshot shows a survey question from Purdue University. The header features the Purdue University logo and name. The question is: "Will the program utilize any University owned/managed facilities (including a Residence Hall)?" There are two radio button options: "Yes" (unselected) and "No" (selected). Navigation arrows are visible at the bottom.

6. Minor participants will not be accompanied/supervised by a parent/guardian. In this example, Nature of Teaching does involve research with minors, because of the IRB protocol in place. Whenever educators sign on to facilitate the program they complete a Qualtrics survey indicating they agree to uphold the IRB protocol. It is exempt and ongoing.



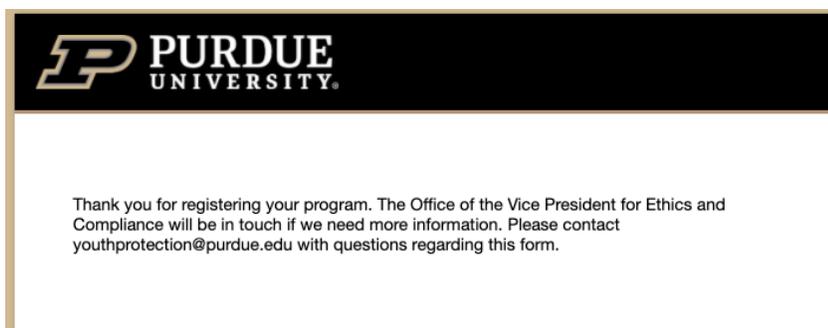
The screenshot shows two survey questions from Purdue University. The first question is: "Will minor participants be accompanied and supervised by a parent or legal guardian?" with "Yes" (unselected) and "No" (selected) radio buttons. The second question is: "Is this Program considered University research involving minors as human subjects?" with "Yes" (selected) and "No" (unselected) radio buttons. Navigation arrows are visible at the bottom.

7. Does this program have IRB approval and yes all components are subject to IRB oversight.



The screenshot shows a mobile-style form with the Purdue University logo at the top. The question is "Does this Program have IRB approval?". There are three radio button options: "Yes. All components of this program are subject to IRB oversight." (which is selected), "Yes, but some components of the Program are not subject to IRB oversight.", and "No". Navigation arrows are visible at the bottom.

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



The screenshot shows a confirmation message from Purdue University. The text reads: "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. 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. – Junior Master Gardener Program or Nature of Teaching with several sessions or group meetings), then one registration form can be submitted by the local ANR Educator coordinating the program to cover all sessions 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.

Contact for questions: Erica M. Downey, JD, MBA, Senior Compliance Specialist, Youth Protection, Office of the Vice President for Ethics and Compliance, youthprotection@purdue.edu