

# Operating Procedures for Programs Involving Minors

## *Guide for Indiana 4-H Volunteers*

Over the past several months, the Purdue University Office of the Vice President for Ethics and Compliance has been working to implement system-wide policies related to programs involving minors, including those we offer through the Indiana 4-H Youth Development Program.

These policies are designed to ensure the protection of minors who are a part of the Indiana 4-H Program, as we continue to provide a safe, welcoming environment for all youth to participate.

As a part of the policy, all Purdue Extension Staff and Volunteers will complete a training on Youth Safety and Reporting Child Abuse. This document is designed to help Adult & Youth 4-H Volunteers fulfill the requirements of these policies.

**WHO:** All Extension Educators, Other Extension Paid Staff, and Adult & Youth Volunteers

**WHAT:** Required certification for all programs involving minors (including 4-H)

**WHEN/WHERE:** Applies to all programs involving minors that start on or after May 1, 2015 that are supported by Purdue Extension at the county, area, district, state, and national levels

**WHY:** To ensure that programs involving minors are planned carefully and include safety as the highest priority

**HOW:** Read on to learn complete certification as a 4-H Adult or Youth Volunteer

### **Instructions for completing the two-part training certification:**

Each Adult and Youth 4-H Volunteer will complete a training certification: "**Youth Safety and Reporting Child Abuse**". Once completed, this certification will be good for 24 months (2 years), after which time you will need to retake the certification. The online version of the certification takes 15-20 minutes to complete.

Each County 4-H Extension Educator will complete a form to register all activities offered for minors by the County 4-H Program. As a part of this registration, the Educator is affirming that all 4-H Volunteers and others who are operating a program involving minors have completed this required certification:

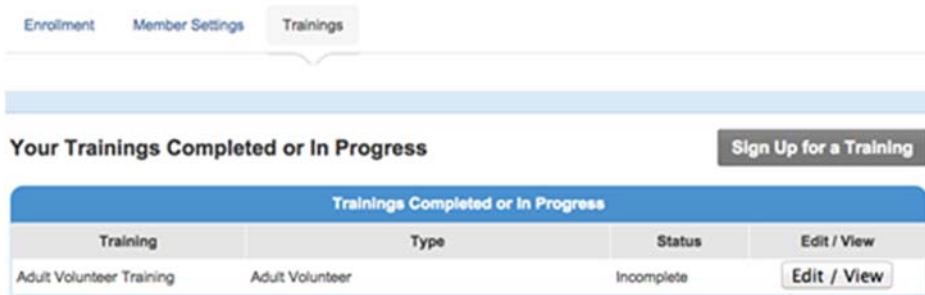
I certify that all Program Staff have completed training on youth safety and mandatory reporting in Indiana within the 24-month period preceding the start of the program as required by the Procedures for Programs Involving Minors.

## How to Sign Up for the Online Training Certification:

NOTE: This training is best viewed using Mozilla Firefox, Google Chrome, or Safari Web browsers.

This option is available if you already have a 4HOnline profile as a volunteer or member.

- 1) Log in to a family 4HOnline account at: <https://in.4honline.com/>
- 2) Click on "Continue to Family".
- 3) Click "Edit" next to the member to sign up for training.
- 4) Click the "Trainings" link at the top of the page.
- 5) Click "Sign Up for a Training".



- 6) Select the Training you would like to take: "Youth Safety and Reporting Child Abuse".
- 7) Click on the training link under Take the Course. The course content will open in a pop up screen.



- 8) Once the course has been completed click "Print Certificate" to print your completion certificate.



## To complete the training certification in a face-to-face or paper-based format:

This option is available for those unable to access the 4HOnline system.

- 1) Contact the 4-H Extension Educator in your county.
- 2) Obtain a paper copy of the training to review or schedule a time to attend a face-to-face training.
- 3) Complete the quiz with 100% accuracy.