The UW Youth Program Registration System (YPRS) collects registration forms for both UW led and Third Party led youth programs. All registration forms must be completed and submitted through the YPRS online interface, but this document outlines the information needed to successfully complete the online form.

In-Scope Questions
These questions guide users to the appropriate form based on the type of youth program being registered.
1. Are youth (individuals under the age of 18) a primary audience for this program?
   a. Yes → continue
   b. No → program is not in scope of APS 10.13 and does not need to be registered
2. Is the University of Washington responsible for operation (e.g., overseeing programming, logistics, providing supervision, etc.) of this program as a sole lead, or as a lead partner with a third party?
   a. Yes → program is UW-led program
   b. No → program is likely a third-party led program
3. Are you providing a health-related clinical service to youth as patients in a clinical setting (e.g. pediatric clinic)?
   a. Yes → program is not in scope of APS 10.13 and does not need to be registered
   b. No → program is in scope of APS 10.13
4. Is this program solely operated by a third party (e.g., non-UW youth group, coach-run sports camp, Registered Student Organization, etc.) using university facilities? (This question only appears if second question – responsibility for operations – is answered no, thus indicating a likely third-party program.)
   a. Yes → you will be guided to complete the Third Party Program Form
   b. No → you will be guided to complete the UW Led Program Form

UW Led Program Questions
1. Program Name
2. Program description
3. Directory inclusion – yes/no
4. Program website – optional
5. Campus Affiliation – select from Seattle/Bothell/Tacoma
6. Sponsoring Department – select from list populated by campus affiliation
7. Number of total program personnel
8. Minimum age of youth participants
9. Maximum age of youth participants
10. Program type – select from list
11. Program Director(s) – select from UW Directory NetID search
12. Program Contact(s) – select from UW Directory NetID search
13. Department Head(s) – select from UW Directory NetID search
14. Single/multi-session program – see here for guidance
   a. If multi-session: Session Name
15. Date(s) and time(s) of session – see here for guidance
16. Number of youth participants
17. Session attributes – select yes/no for each
18. Location – select from On campus, Off campus, or Both
19. Location description – upload itinerary or enter into text box
20. Authorized personnel – select from UW Directory NetID search, add non-UW user, or upload spreadsheet
21. Other personnel – select from UW Directory NetID search, add non-UW user, or upload spreadsheet
22. Add another session (only if multi-session indicated previously)
### Third Party Led Program Questions

1. Program Name
2. Third Party Group
3. Program description
4. Program website – optional
5. Campus Affiliation – select from Seattle/Bothell/Tacoma
6. Host Department – select from list populated by campus affiliation
7. Is the sponsoring department the same as the hosting department? Yes/no
   a. If no: Sponsoring Department – select from list populated by campus affiliation
8. Minimum age of youth participants
9. Maximum age of youth participants
10. Program type – select from list
11. UW Representative(s) – select from UW Directory NetID search
12. Single/multi-session program – [see here for guidance](#)
   a. If multi-session: Session Name
13. Date(s) and time(s) of session – [see here for guidance](#)
14. Number of youth participants
15. Session attributes\(^1\) – select yes/no for each
16. Location – select from On campus, Off campus, or Both
17. Location description – upload itinerary or enter into text box
18. Certification of written agreement in place with third party group, confirming third party understands and will meet/exceed APS 10.13 requirements

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\(^1\)Program Type

Select all that apply:

- College access
- Early learning program
- Educational enrichment
- Matriculated youth on campus
- Mentoring
- Research
- Service learning program
- Sports
- STEM
- Summer program
- Third party program

\(^2\)Session Attributes

Select all that apply:

- Collection and use of youth's personal information
- Exposure to hazardous materials or equipment
- Interaction with animals
- Locker room use for showering/changing clothes
- Overnight stay
- Physical activity
- Planned one-on-one interactions with youth (e.g., mentoring)
- Transport of youth in vehicles or vessels
- Use of labs, shops, or makerspaces
- Use of remote outdoor locations with potential hazards
- Use of text, email, or social media communication with youth
- Weekend or evening activities

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**Have questions about the UW Youth Program Registration System?** Contact the Office for Youth Programs Development and Support at uwminors@uw.edu or (206) 616-5706.