

## APS 10.13: REQUIREMENTS FOR AUTHORIZED PERSONNEL

[Administrative Policy Statement 10.13: Requirements for University and Third Party Led Youth Programs](#) protects the well-being of youth (i.e., individuals under age 18) involved in UW programs, activities, events, and research, and safeguards them against harm. APS 10.13, which took effect in September 2019, outlines specific requirements youth programs and authorized personnel must meet.

### WHAT IS A “UW YOUTH PROGRAM”?

APS 10.13 defines “UW youth programs” as events, programs, activities, and research operated or sponsored by the University of Washington, regardless of location, in which youth are a primary audience. Examples include: research involving youth as human subjects; summer camps; enrichment programs; tutoring and mentoring; college access, outreach, and recruiting activities; campus, museum, and educational tours; internships; and many more.

### WHAT DOES IT MEAN TO BE “AUTHORIZED PERSONNEL” FOR A YOUTH PROGRAM?

APS 10.13 defines authorized personnel as employees (staff, faculty, and other academic personnel), students, or volunteers who performs any of the following responsibilities with regards to youth:

- Supervision
- Custodial care
- Chaperone
- Caregiving
- Or those who have unsupervised access to youth. Unsupervised access means there is a potential, even if remote, that the individual could be left alone with a youth or group of youth without other “authorized personnel” present.

Your program director has designated you as authorized personnel because your role will involve one or more of the above responsibilities. If you have questions about this designation, speak with your director or supervisor.

### WHAT ARE THE REQUIREMENTS FOR AUTHORIZED PERSONNEL?

Authorized personnel have four major requirements:

#### 1. SCREENING

All authorized personnel must complete a criminal history background check through UW HR **before** beginning work with youth and every three years thereafter.

#### 2. TRAINING

All authorized personnel must complete training to equip them to safely and effectively interact with youth. Your supervisor will provide training specific to your program activities, settings, or participant populations. All authorized personnel must also complete the following [two online trainings](#) **before** working with youth:

- Reporting Suspected Child Abuse and Neglect
- Promoting Safe Interactions with Youth

#### 3. CONDUCT

All authorized personnel are responsible for abiding by the [University Standards for Interacting with Youth](#). You will be asked to review and sign a conduct code reflecting the Standards.

#### 4. REPORTING

All authorized personnel are required to report flagrant violations of the University Standards for Interacting with Youth to SafeCampus. In addition, all authorized personnel must report suspected child abuse and neglect to (1) the police **or** Child Protective Services, **and** (2) to SafeCampus. If you have questions about whether a behavior requires reporting, call SafeCampus for consultation and speak to your supervisor. (see chart > )



## WHAT ARE MY NEXT STEPS?

- ❑ Respond to emails from UW HR and A-Check Global to complete the background check process, as applicable. Failure to respond to A-Check's invitation in a timely manner may delay your ability to participate in your role as authorized personnel.
- ❑ Take action in response to emails from [uwminors@uw.edu](mailto:uwminors@uw.edu) regarding incomplete training, as applicable.
- ❑ Talk to your supervisor/program director about additional program-specific training required before you begin working with youth.
- ❑ Review, discuss with your supervisor, and sign a conduct code agreeing to abide by the University Standards for Interacting with Youth.
- ❑ Review reporting responsibilities and protocols with your supervisor.
- ❑ Report any behaviors of concern, abuse, or neglect to the appropriate authorities.

## FAQS

### ***I had a background check run for another job, outside of UW. Can I provide that instead of doing another check?***

No, APS 10.13 requires all authorized personnel to complete a standardized, centralized background check process to ensure parity for all personnel. This background check requirement aligns with HR's screening process for positions deemed "security/safety sensitive" or those that work with vulnerable populations. As children/youth are deemed a vulnerable population, they are therefore subject to additional screening requirements.

### ***I was hired into a role at UW that didn't require a background check, or was hired before the background check was required. Aren't I exempt?***

No. There are no exemptions for employees or volunteers involved in a youth program. Background check requirements under APS 10.13 may differ from those completed upon hiring, depending on your prior function. If a completed and current (i.e., within the last 3 years) background check is on file with UW, you will not need re-do it.

### ***I'm having trouble logging in to A-Check Global's website. What should I do?***

Contact A-Check directly. A-Check is completely separate from the University of Washington and UW staff are unable to manage A-Check login credentials. You can reach A-Check by phone at 1-877-345-2021, or by using the chat feature on their [website](#).

### ***The A-Check invitation asks me to submit a Social Security Number (SSN), but I don't have one. What should I do?***

On the application, check the box marked "No SSN to provide." If you've already completed the application but are being contacted by an A-Check representative for SSN information, respond to their email to indicate you do not have a SSN to provide.

### ***I just completed both online trainings and they are not showing up in the YPRS. Is something wrong?***

The YPRS system can take 24-48 hours to update any new completions; check back in 48 hours and contact [uwminors@uw.edu](mailto:uwminors@uw.edu) if your trainings are still not showing as complete.

### ***What is the "system" and who is Ideal-Logic?***

Background check and training requirements are tracked using a centralized registry of all youth programs and authorized personnel at UW. This registry, called the Youth Program Registration System or YPRS, is created by an external vendor, Ideal-Logic, and is managed by the Office for Youth Programs Development and Support.

## FOR MORE INFORMATION ABOUT APS 10.13

- Visit the [APS 10.13 Policy resource guide](#) and other resources at [uw.edu/youth](http://uw.edu/youth).
- Contact the Office for Youth Programs Development and Support at (206) 616-5706 or [uwminors@uw.edu](mailto:uwminors@uw.edu).