FAQ – CARE

Q: What is a Covered Program?
A: A Covered Program is any program or activity in which minors will be physically present and participating, offered by any academic or administrative unit of the University, or by non-University groups using University facilities, properties, and/or any areas owned or controlled by the University.

Covered Programs may be internal or external.

Q: What is a Non-Covered Program?
A: Generally, a Non-Covered Program is an event where parents or teachers remain responsible for the minors, such as field trips or public events.

Q: What is an internal program?
A: Any academic or administrative unit of the University offering a program in which minors will be physically present and participating using University facilities, properties, and/or any areas owned or controlled by the University.

Q: What is an external program?
A: Any non-University groups offering a program in which minors will be physically present and participating using University facilities, properties, and/or any areas owned or controlled by the University.

Q: What information (in addition to the program details) is needed to register a covered internal program?
A: A roster of Participants - must provide the following information:

- First & Last Name
- Date of Birth
- Email Address
- Street Address
- Emergency Contact Information - Relationship (i.e. parent/guardian); Name, Address, Phone Number, Email address for one or two people

Waiver form for each participant

Speed Chart number

Staff/Volunteer List - must provide the following information:

- First & Last Name
- Date of Birth
- Last 4 of SSN
- Email Address
Q: What information (in addition to the program details) is needed to register a covered external program?

A: A roster of Participants - must provide the following information:

- First & Last Name
- Date of Birth
- Email Address
- Street Address
- Emergency Contact Information - Relationship (i.e. parent/guardian); Name, Address, Phone Number, Email address for one or two people

Waiver form for each participant

Staff/Volunteer List - must provide the following information:

- First & Last Name
- Date of most recent background investigation successfully completed within the past 24 months
- Date of the child abuse recognition training completed within the past 12 months

Certificate of Insurance (COI)

Signed Licensing agreement

MOU or MOA if applicable

Q: What program details are need for internal and external programs?

A: The following program details are needed:

- Program name and purpose
- Dates and times of sessions
- Sponsoring department
- Approving Dean, Director, or Department Head
- Additional Admins (others who should have access to your information)
- Estimated number of participants
- Total number of program staff
- Targeted age group (minimum and maximum age)
- Location(s) on and/or off campus
- Program website (if applicable)

Q: What information is needed to register a Non-Covered Program?

A: Just the following program details are needed:

- Name and description of the event
- Beginning and ending dates and times of each session
- Name of the Activity Director
- Total number of expected participants
- Ages of expected participants
- Total number of program staff
- Locations on campus
Q: How will I know if a background investigation has been completed on my staff/volunteers?
A: Risk & Compliance will verify the date of the most recent successful background investigation and enter it in CARE. If the background investigation has expired, Risk & Compliance will coordinate an update with Human Resources and the staff member.

Q: How will I know if my staff/volunteers have completed the child abuse recognition training?
A: Risk & Compliance will add the date of the completed training to CARE.