

## **Youth Protection Certification Procedure**

You must complete all 3 Steps below to become Youth Certified. You may complete the steps in any order, but your Youth Certification date will be the date your background check cleared. It is good for two years, except that YEP (Youth Exchange Program) requires an annual recertification, and has different requirements.

### **Step 1 – Complete the Application**

Click on District 5340 Youth Program Volunteer Application and complete it on your computer. Print the completed Application, sign it, scan it to a PDF file, and email it to [YPO@Rotary5340.org](mailto:YPO@Rotary5340.org), or mail it USPS to the Rotary District 5340 office, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110. The district office will forward it to the youth protection officer.

### **Step 2 – Authorize Your Background Check**

Click on the IntelliCorp background check link, <https://youthcertify.candidatedirect.net> and enter the following password: rotary5340 (all small case). Follow the online instructions to authorize your background check and to make secure payment. Please select the “return results to me” option, as that will let you review your results. The district only receives an automatic pass or no-pass notification regarding the background check, and does not see the results. See below for additional IntelliCorp information. You will need your driver’s license and Social Security numbers, and a credit card for this step. The normal cost is \$17.60 for this check.

### **Step 3 – Take the Online Training**

You must complete Part 1 and Part 2 (see below) of the online training program that was created specifically for Rotarians in District 5340. The training is free and can be reviewed at any time.

Part 1 is a training video that can be accessed via YouTube at <https://www.youtube.com/watch?v=Cxw6MhBqco>

Part 2 is an interactive test. You can click here: <https://www.proprofs.com/quiz-school/story.php?title=mjq0mje2mqde3g> to access the interactive test. You must retake the test until you receive a passing score of at least 16 correct answers. Your score is automatically reported to the District Youth Protection Officer every time you take the quiz.

### **How to Determine if You Are Properly Youth Certified for the Program You Will Participate In**

You must renew your Youth Certification by the District in accordance with the following provisions.

- The youth certification expires two years from the date of the completion of your background investigation, and is valid for daytime or overnight activities. You must be Youth Certified and your background check must have been completed within the 24

month period immediately preceding each day you participate in the program or activity.

- A Rotarian can see if he or she is Youth Certified and when the last background check was completed by either writing directly to the Youth Protection Officer ([YPO@rotary5340.org](mailto:YPO@rotary5340.org)) or going to the District website at [www.rotary5340.org](http://www.rotary5340.org); click on “Member Login” (upper right corner); enter your “Login Name” and “Password” (if you don’t know them, follow the instructions for “Forgot login name?” and/or “Forgot password?”); click “Login”; click “Member Area” (upper right corner); in the blue menu bar select “Documents”; in the grey menu bar select “Documents”; select the “Youth Certification” folder; and select the “Youth Certification Spreadsheet” to see your status. If your information doesn’t appear to be current, email the district Youth Protection Officer directly at [YPO@rotary5340.org](mailto:YPO@rotary5340.org) and inquire as to your status.

### **Additional IntelliCorp Information**

District 5340 has a special background check portal with IntelliCorp, a trusted third-party verification service that works with Rotary clubs and districts across North America.

The basic cost of the service is \$13.60 plus any applicable county fees. The fees are imposed by individual court systems for performing the background check and may be significant. If you have any fee questions, please contact the individual court systems where you have lived.

The service includes the following checks:

- Social Security Number (SSN) Verification
- Validated Multi-State Criminal Super Search Database
- Validated Nationwide Sex Offender Registry
- Validated Department of Corrections
- Government Sanctions – Terrorist Search
- Single County Criminal Search

IntelliCorp does NOT pull credit reports, and has in place strict protocols that adhere to the Fair Credit Reporting Act.

### **Questions**

If you have questions about the YC process, please contact Doug Clements (Rotary Club of Route 78), the District Youth Protection Officer, at [ypo@rotary5340.org](mailto:ypo@rotary5340.org).