

Programs Involving Minors on Campus: RC Certification

This form must be completed and submitted to ProVerify when registering a Program Involving Minors on Campus.

Program Information

Name of Program:	<input type="text"/>		
Location of Program:	<input type="text"/>		
Program Start Date:	<input type="text"/>	Program End Date:	<input type="text"/>
Department:	<input type="text"/>		
Responsibility Center (RC):	<input type="text"/>		

Program Facilitator and RC Certification

Responsibility Centers (RC) that own or operate Programs and/or RCs that host Programs owned or operated by third parties are required to register the Programs with ProVerify.

The process and required steps for both University Programs and third-party or non-University Programs are outlined on the Office of Human Resources' website at www.hr.pitt.edu/clearances-training/programs. Steps include uploading a Program Roster, registering the Program through ProVerify's Program Registration portal, and coordinating with ProVerify on the submission of required Child Protection Clearances for all individuals on the roster.

All documents must be submitted to ProVerify at least three (3) weeks prior to the Program start date. Any Program not in compliance prior to the start date of the Program will be subject to cancellation. For more information, please review the [Programs with Minors on Campus page](#).

By signing this form, Program Facilitators and Authorized RC individuals confirm that they are aware of:

- The details of the Program Involving Minors on Campus occurring under the RC
- The requirements for a Program Facilitator and RC relating to this Program
- The outreach process involved with this Program to ensure compliance

Program Facilitator:

Name:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>		

Authorized RC:

Name:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>		

Completed forms should be submitted when registering a Program through ProVerify's Program Registration portal.