# Checklist for Minors (Not Working with Patients)

***Note: Minor = under the age of 18***

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Process</th>
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</table>
| 1    | Complete the online program registration form.  
- The program contact must register the program with the Office of Student Pipeline Programs. | Register the program here: [http://studentpipeline.jhmi.edu/OverallProgram/](http://studentpipeline.jhmi.edu/OverallProgram/).  
*Note: The program only needs to be registered once, even if there are multiple student participants.* |
| 2    | Complete the online student registration form.  
- The program contact must register each participating student with the Office of Student Pipeline Programs. | Register each participating student here: [http://studentpipeline.jhmi.edu/Reg14to17/](http://studentpipeline.jhmi.edu/Reg14to17/). |
***Note: For access to the JHMI ID Request Form (page 2 of the required institutional forms), contact the Office of Student Pipeline Programs at SOMYouthPrograms@jhmi.edu.*  
- Have each participating student (and parent/guardian where indicated) complete the required institutional forms.  
- The Host Agreement of Expectations (page 7 of the required institutional forms) should be filled out by the individual who will serve as the main supervisor in the lab. About half way down the host agreement is a table where the names and contact information of all other individuals who will serve as a supervisor/mentor should be listed.  
- The School Recommendation Form (page 9 of the required institutional forms) should be filled out by a teacher or guidance counselor. |
| 4    | Submit to the Office of Student Pipeline Programs:  
- The completed paperwork from step 3.  
- A headshot of each participating student (purpose: for the creation of an ID badge).  
***Note: If the program contact is unable to obtain a headshot from a participating student, then indicate this as the Office of Student Pipeline Programs can schedule a time for the student to get his/her headshot taken (photo taken in Reed Hall, Room 426). | Paperwork and headshot can be:  
- Emailed to [SOMYouthPrograms@jhmi.edu](mailto:SOMYouthPrograms@jhmi.edu).  
OR  
- Sent to Reed Hall, Room 426 (1620 McElderry St., Baltimore, MD 21205). |
| 5    | JHED ID and ID Badge | Upon verification of completed requirements, the Office of Student Pipeline Programs will:  
- Create a JHED ID for each participating student.  
- Create an ID badge for each participating student. |
| 6    | Notification | The Office of Student Pipeline Programs will notify the program contact of:  
- The JHED ID that has been assigned to each participating student.  
- When the ID badge is ready to be picked up from Reed Hall, Room 426. |