

Checklist for Minors (Not Working with Patients)

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

Step	Description	Process
1	Complete the online program registration form. <ul style="list-style-type: none"> The program contact must register the program with the Office of Student Pipeline Programs. 	Register the program here: http://studentpipeline.jhmi.edu/OverallProgram/ . <i>*Note: The program only needs to be registered once, even if there are multiple student participants.</i>
2	Complete the online student registration form. <ul style="list-style-type: none"> 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/ .
3	Complete all required institutional forms.	Required institutional forms can be accessed here: https://www.hopkinsmedicine.org/som/Opportunities-High-School-Undergraduate-Postbac-Students/Child%20Safety/Minors_Not%20Working%20with%20Patients.pdf . <i>***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.</i> <ul style="list-style-type: none"> 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: <ol style="list-style-type: none"> The completed paperwork from step 3. A headshot of each participating student (purpose: for the creation of an ID badge). <i>***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).</i>	Paperwork and headshot can be: <ol style="list-style-type: none"> Emailed to SOMYouthPrograms@jhmi.edu. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.