

## Checklist for Minors (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"> <li>The program contact must register the program with the Office of Student Pipeline Programs.</li> </ul>	Register the program here: <a href="http://studentpipeline.jhmi.edu/OverallProgram/">http://studentpipeline.jhmi.edu/OverallProgram/</a> . <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"> <li>The program contact must register each participating student with the Office of Student Pipeline Programs.</li> </ul>	Register each participating student here: <a href="http://studentpipeline.jhmi.edu/Reg14to17/">http://studentpipeline.jhmi.edu/Reg14to17/</a> .
3	Complete all required institutional forms.	Required institutional forms can be accessed here: <a href="https://www.hopkinsmedicine.org/som/Opportunities-High-School-Undergraduate-Postbac-Students/Child%20Safety/Minors_Working%20with%20Patients.pdf">https://www.hopkinsmedicine.org/som/Opportunities-High-School-Undergraduate-Postbac-Students/Child%20Safety/Minors_Working%20with%20Patients.pdf</a> . <i>***Note: For access to the JHMI ID Request Form (page 2 of the required institutional forms) and the Occupational Health Services Forms (page 13 of required institutional forms) contact the Office of Student Pipeline Programs at <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>.</i> <ul style="list-style-type: none"> <li>Have each participating student (and parent/guardian where indicated) complete the required institutional forms.</li> <li>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.</li> <li>The School Recommendation Form (page 9 of the required institutional forms) should be filled out by a teacher or guidance counselor.</li> </ul>
4	Submit to the Office of Student Pipeline Programs: <ol style="list-style-type: none"> <li>The completed paperwork from step 3.</li> <li>A headshot of each participating student (purpose: for the creation of an ID badge).</li> </ol> <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"> <li>Emailed to <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>.</li> </ol> OR <ol style="list-style-type: none"> <li>Sent to Reed Hall, Room 426 (1620 McElderry St., Baltimore, MD 21205).</li> </ol>
5	JHED ID* and ID Badge	Upon verification of completed requirements, the Office of Student Pipeline Programs will: <ol style="list-style-type: none"> <li>Create a JHED ID for each participating student.</li> <li>Create an ID badge for each participating student.</li> </ol>
6	Notification	The Office of Student Pipeline Programs will notify the program contact of: <ol style="list-style-type: none"> <li>The JHED ID that has been assigned to each participating student.</li> <li>When the ID badge is ready to be picked up from Reed Hall, Room 426.</li> </ol>

*\*A JHED ID must be created in order for the participating student to complete the required HIPAA training courses (page 10 of required institutional forms). Once the JHED ID is created, the participating student should complete the HIPAA training courses and the certificates of completion should be emailed to [SOMYouthPrograms@jhmi.edu](mailto:SOMYouthPrograms@jhmi.edu).*