

**Mentor Checklist**  
**JHU Child Safety Compliance**

In 2012, Johns Hopkins University introduced its Policy on the Safety of Children in University Programs. The policy was revised September 2017. Faculty, staff and students from the JHU School of Medicine who are working with minors (defined as participants younger than 18 years old) are required to complete the following:

<b>Step</b>	<b>Description</b>	<b>Process</b>
<b>1</b>	Complete online registration	Register Here: <a href="http://studentpipeline.jhmi.edu/MentoringMinors/">http://studentpipeline.jhmi.edu/MentoringMinors/</a>
<b>2</b>	Take the required online child safety training (~ 30 minutes to complete). <ul style="list-style-type: none"> <li><i>Note: This training must be completed <u>annually</u>.</i></li> </ul>	Click on this link: <a href="#">myJHU</a> <ul style="list-style-type: none"> <li>Navigate to “Education”, then to “myLearning”, then search for course titled <i>Training on the Safety of Children in University Programs</i>.</li> <li>Upon successful completion of the training, submit the certificate of completion to the Office of Student Pipeline Programs (<a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>).</li> </ul>
<b>3</b>	<u>Criminal Background Check</u> Mentors must have a criminal background check completed prior to interacting with any minor. The criminal background check must be administered through JHUSOM.	The Office of Student Pipeline Programs will initiate the criminal background check. Once initiated, the mentor will receive an email from Universal Background Screening and should follow the instructions in the email for completing the criminal background check.
	<i>Note: JHUSOM faculty, staff, and students may count their criminal background check results to fulfill this requirement, so long as it has been conducted in the last five years and you can provide proof there were no adverse records found.</i>	<i>Proof should be sent to <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>.</i>
<b>4</b>	Adult/Mentor Code of Conduct Form	Access the form here: <a href="#">Adult/Mentor Code of Conduct Form</a> Email a signed copy of the form to <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a> .

For questions, please contact the Office of Student Pipeline Programs at [SOMYouthPrograms@jhmi.edu](mailto:SOMYouthPrograms@jhmi.edu).