

Updated February 24, 2023

Due to changes in the law, the district has modified the procedure for youth protection certification. We will now be using Live Scan for the background check instead of Intellicorp, and the CA Department of Social Services (CDSS) for training. The new procedure is posted on the district website at: <https://rotary5340.org/sitepage/youth-protection-and-certification>. This new procedure is in place and all certifications under the previous procedure will expire on February 28, 2023. As of March 1st, only persons certified under the new procedure will be considered certified. The new certifications will be for five years from the date of the Live Scan background check. Here is the new procedure, and the steps may be performed in any sequence:

1. **Application Form** The application form has not changed and can be downloaded here: <https://clubrunner.blob.core.windows.net/00000050137/en-us/files/homepage/youth-program-volunteer-application-r12-19-22/District-5340-Youth-Program-Volunteer-Application-Fillable--Rev-2022-12-18--7963-.pdf>. Fill out the form on your computer, print it, sign it, scan it, and email it to: ypo@rotary5340.org. If you experience difficulty downloading the form, contact the district Youth Protection Officer at ypo@rotary5340.org and request they email a form to you.

2. **Training** Log in to CDSS (California Department of Social Services) at <https://mandatedreporterca.com>. Click on Register/Sign In, Volunteers, Volunteers Training, and select the two-hour course training (it doesn't take two hours). If you are a mandated reporter, select the four-hour course (it doesn't take four hours). When finished, download the certificate of completion and email it to the district Youth Protection Officer (YPO) at ypo@rotary5340.org.

3. **Background Check** Download the Live Scan form (or ask the YPO to email it to you) at: https://clubrunner.blob.core.windows.net/00000050137/en-us/files/homepage/live-scan-request-r-12-18-22/District-5340-Request-for-Live-Scan-Service-BCIA_8016--Rev-2022-12-18-.pdf. Fill out the form on your computer, print it, and take it anyplace that does Live Scan. Do not sign it until they tell you to. The California Department of Justice (DOJ) check is free for volunteers, and the FBI portion is \$20. Anything above \$20 is the rolling fee the facility charges. The rolling fee varies, so it's best to call a few places to check their prices. Typically the total is about \$45, including the FBI check. Live Scan is more expensive than the Intellicorp check we have used in the past, but it is more comprehensive and will only have to be done every five years instead of every year or two. Although some people have already been Live Scanned for other entities (school districts, government, passports, etc.), they must still be Live Scanned again for participation in Rotary activities. All entities require this, not just Rotary, as fingerprints are the only way of positively determining **current** criminal history status. Although the California DOJ automatically reports any in-state criminal violations to the YPO, the FBI does not, so the district will require another Live Scan every five years in order to make sure there have been no out-of-state criminal violations in the interim. Do not send a copy of the form to the YPO, as the YPO will automatically be notified and will advise you when the criminal history has cleared. However, you should keep your copy of the Live Scan sheet for your records in case your prints are rejected and you have to do them again (redos are free).

To check your youth certification status on the district website, go to: <https://content.clubrunner.ca/50137/Document/List> and open the **Currently Certified** spreadsheet located right under the Youth Certification folder.