



Compliance

Q: What is the normal time frame it takes for the registration packet to be reviewed once submitted?

A: Once a registration has been submitted within Squire and it includes all of the required information, including a COVID-19/Safety proposal for in-person programs, the approval process takes approximately 24-48 hours. Any missing items in the registration will be communicated to the Program Sponsor and/or Primary Contact to be corrected prior to approval, which may delay the approval time of the registration.

Q: Does the university have sample COVID-19/Safety Proposals that youth programs are able to use as a baseline?

A: Yes. Please contact complianceandethics@ucf.edu to be emailed several types of COVID-19/Safety Proposals that have already been submitted, reviewed, and approved.

Q: For virtual camps, are there any other requirements, in addition to the staff completing Youth Protect Program Training?

A: Currently, and until further notice, all minor participants are required to complete an Online Participant Agreement and Waiver form and an Online Participant and Parent Code of Conduct form. The forms cover behavioral expectations and require a parent's signature so that they are aware of the expectations. The electronic forms are available in the SQUIRE program and on the Youth Protection Program webpage under the Resources link. All forms must be received by the program sponsor and uploaded to the registration within Squire prior to the minor's participation in the program.

Q: Some of my program is reviewed by the IRB for approval under our grant. Do I need to register the program within Squire?

A: If only a portion of your youth program is reviewed by the IRB, you will still need to register the youth program within Squire. Only those youth programs where all activities are reviewed and approved by the IRB are exempt from registration.

Q: If I supervise a high school student who is volunteering for the university, does the Youth Protection Policy apply?

A: No. Minors working or volunteering for the university are considered employees and covered under the state's employment laws. Minor volunteers must complete a volunteer services agreement through the Office of Enterprise Risk and Insurance Management and have the form signed electronically by a parent/guardian.

Q: What if our program takes campers off campus for site visits, including visiting venues, theme parks, and offices for behind-the-scenes tours (in a chartered vehicle)?

A: There are different requirements depending on the type of transportation that is being used. If the minors will be transported in a university vehicle, the program must add an "auto rider" to their camp insurance purchased through the office of Enterprise Risk, and Insurance Management. All drivers must possess a clean driving record (i.e. be considered fit to drive), which must be confirmed by the Program Sponsor through the DHSMV. If the program is chartering a vehicle, the charter company must provide the program with a Certificate of Insurance listing the University of Central Florida Board of Trustees as both the certificate holder and as an additional insured. Additional information can be found on their website at <https://compliance.ucf.edu/enterprise-risk-management/automobiles/>.

Background Checks

(Additional Background Check FAQ's are available on Central HR's website at <https://hr.ucf.edu/background-checks/>)

Q: When the Level 2 Background Check is submitted by a PI, who provides the funding number to charge and it's not their project number who is notified to approve the funding number being used?

A: If the youth program is using grant funding for payment of background checks, the Program Sponsor must first obtain permission from the Office of Research, Contracts & Grants, who must allow the background check to be billed to the grant funding number.

Q: If there is an issue with the funding number is the PI notified and if not, who is notified?

A: Central HR will notify the Program Sponsor and will request a secondary department charge number for billing. This will occur one to two weeks after the background check(s) has finished processing.

Q: Who is notified when the Level 2 Background Check is completed?

A: If an individual requires a new Level 2 Background Check, the Program Sponsor will receive an approval email once the results have been returned to Central HR. Central HR will update the clearance date within Squire.

If an individual already has a clearance that is on file and valid for the type of program, Central HR will update the clearance date within Squire if needed. An approval email will not be forwarded to the Program Sponsor.

Program Sponsors and/or Primary Contacts may log in to their registration within Squire at any time to review staff compliance with the background check requirement.

Q: Are Level 2 Background Checks being conducted through HR?

A: Except those for third-party program staff, Level 2 Background Checks for summer camps and enrichment programs are being done through Central HR.

Q: What is the normal time frame for a Level 2 Background Check to take place?

A: The Level 2 Background Check also encompasses part of a Level 1 Background Check. The time frame for only a Level 2 background check is dependent upon the response time of the individual to Central HR with any required documentation or fingerprinting to be completed. Once fingerprints have been processed and HR has received any necessary authorization forms, the background check request will be forwarded to State of Florida Department of Children and Families (DCF) for processing. UCF will receive the level 2 background check results from DCF within 48 to 72 hours.

If a Level 1 Background Check is also required, it is dependent upon the processing time of the County Clerk of Courts for each specific county the individual has resided in the past 10 years. Not all counties operate the same and the time frame to obtain results may take one to two weeks.

Q: Will the college's primary HR liaison(s) be copied on the approval email, like they are with the level 1 approval emails?

A: No. When requests are submitted through Squire, HR Backgrounds does not see which college/department is requesting the background check, we can only see the name of the Program Sponsor; therefore, they will be the only recipient of the email and it will be their responsibility to forward it to the appropriate hiring department personnel.