**Rotary Club of San Jose**

**Youth Protection Certification Instructions**

Youth Protection Certification is required for all Rotary volunteers working with youth where there is any probability of one on one interaction between the Rotarian and any youth.

Note: Youth Protection Certification is a requirement for all Rotary Officers, Youth Protection Coordinators and youth serving Committee Chairs.

All volunteers working with youth that do not require certification must (minimally) submit a Youth Protection Agreement to the Committee Chair or Youth Protection Coordinator prior to any interaction with youth.

For Certification

**I Go to the District website** at [www.rotary5170.org](http://www.rotary5170.org) and follow this path:

* + Clink on New Generations Forms under Youth Protection (on right)
	+ Print Required Forms: Volunteer Affidavit Form, Volunteer Interview Questions, Reference Check Questions.

**II Online Training**

1. Youth Protection Awareness Class

Take this training on the District Website, it takes approximately 45 minutes. Hit Finish or Submit after receiving your exam results. Print out exam results in case the District does not receive them.

1. Youth Protection Certification Class

Take this training on the District website, also 45 minutes. Again, hit Finish or Submit after receiving your exam results, and print out exam results in case the District does not receive them.

Sign up to take the two classes on the District Website home page by clicking on either of the classes on the right side under YOUTH PROTECTION. Select Rotary Club of San Jose and find your name on the list of club members. Select your name and hit submit. The link to the class will then be sent to the email address that is on record. If you don’t see your name in the drop down list for your club, notice that there is a statement to contact Bonnie Best to have your record updated. You will receive an email with a link to the training site within 24 hours.

**III LiveScan Background Check**

Schedule Live Scan Appointment. Follow instructions and link provided on the District website (under New Generations Forms). Take completed Live Scan Form in triplicate to a Live Scan station to be fingerprinted. Upon completion of the LiveScan, send the stamped and signed copy of the form to Ron Hyde at the address below. Be sure to indicate that you are from the Rotary Club of San Jose.

**IV Interview & Reference Checks** :

Interview with your Committee Chair (or other Certified Rotarian) and complete the Volunteer Interview Questions provided on the website.

Committee Chair checks three (3) references using Reference Check Questions from website, signs and completes paperwork, and uploads the forms into Wessex or forwards all completed paperwork to Ron Hyde at the address below.

**V Volunteer Affidavit Form:** Complete form with required signatures.

Certification Check list:

\_\_\_Completed and signed Affidavit Form

\_\_\_Completed, stamped and signed LiveScan Form

\_\_\_Completed Interview Questions

\_\_\_Completed Reference Check Questions

Send Completed Original Paperwork To:

Rotary District 5170 (DAPC)

Attn: Ron Hyde

P.O. Box 12365

Pleasanton, CA 94588