



BEFORE PROGRAM

RISK REQUIREMENTS MEETING

1.1.1 Risk Assessment

Risk assessments will be conducted **annually**.

1.1.1 DUE: _____

APPLICATION(S)

1.4 Application(s)

All CPM Applications must be submitted annually, no less than **60 days prior** to the anticipated start date.

1.4 DUE: _____

STAFF BACKGROUND CHECKS

3.1 Background screening

Criminal conviction and sex offender background checks within the previous year. **Criminal**

Background Check Request Form submitted to TAMU Human Resources no later than **ten (10) business days** before the start of the program.

3.1 DUE: _____

ANNUAL TRAINING

4.3 Annual Compliance Training

All Program Sponsors or Directors must complete annual compliance training through UYP

- 2/14/2023 1:00 PM
- 2/15/2023 1:30 PM
- 2/17/2023 3:00 PM
- 2/24/2023 10:00 AM
- 3/1/2023 1:30 PM

FINAL APPROVAL

2.3. Sponsoring Dean approval

Application approved by the respective Sponsoring Dean no less than **14 days** before program

2.3 DUE: _____

TDSHS FORM (CPT)

4.2.1 TDSHS Form

Texas Department of State Health Services (**TDSHS Form**) must be submitted to UYP@TAMU.edu no later than **five (5) business days** before the first day of the program.

4.2.1 DUE: _____

DURING PROGRAM

INCIDENT REPORTING

9. Reporting incidents

Incident Reports shall be submitted to UYP within 24 hours following the incident by the CPM Sponsor or his/her designee using the online Campus Programs for Minors Incident Report Form.

SUPERVISION

Supervision

A participant is supervised when they are within sight, of a program staff member who is trained to report inappropriate or dangerous activities or behavior, and is aware of the obligation to report.

AFTER PROGRAM

E-MAIL ROSTER TO UYP

10.4 Roster

The CPM Sponsor is responsible for ensuring that a **roster** that lists all **CPM Participants and CPM Staff** is submitted to UYP no later than **five (5) business days** after the conclusion of the CPM.

10.4 DUE: _____

CONTACT US: