

## Protection of Minors Group Program Registration Checklist

See the following website for information and guidance: [minors.mit.edu](https://minors.mit.edu)

### Step 1: Register Your Program or Activity

#### How to Register?

- Register your program or activity with MIT by completing the online registration form at <https://minors.mit.edu/institute-programs/registration>

#### When do I Register?

- Program Administrators or Supervisors must register their program or activity involving unaccompanied minors **at least one month prior** to the commencement of the program.
- If your program includes an overnight stay in a residence hall, register with MIT Housing ([residence@mit.edu](mailto:residence@mit.edu)) **three months in advance**.
- Continuing programs must re-register **annually**.

### Step 2: Complete a Background Check

- Background check** must be completed prior to the person's involvement in the program (in-person or virtual). To arrange for a background check, email [backgroundcheck@mit.edu](mailto:backgroundcheck@mit.edu)
  - Program Administrators and Supervisors must be background checked
  - All Staff/volunteers interacting with minors must be background checked

### Step 3: Contact EHS

- EHS Hazard Assessment:** Contact your [EHS Coordinator](#) **one month prior** to the start of the program to determine if an EHS Hazard Assessment is required, **if** your program involves:
  - Working in an MIT lab, makerspace or machine shop
  - Working with tools or hazardous materials
  - Hands-on activities either in-person or online

### Step 4: Train All Adult Staff and Volunteers

- Protecting Minors at MIT Training:** All faculty, staff and students working with minors should complete the online [Protecting Minors at MIT](#) training available via the Atlas Learning Center.
- Additional Training:** In addition, program administrators may offer or require additional training specific to the needs of their program to staff and volunteers, such as EHS training or mandated reporter training.
- Review the [Do's and Don'ts of Working with Minors](#)

## Step 5: Collect All Required Forms

- Required Forms:** See the following website for more information, guidance and to download the forms:  
<https://minors.mit.edu/required-forms>
  - Parental Consent/Medical & Emergency Contact Form
  - Liability Waiver
  - Health Questionnaire
  - Photo/Recording Consent & Release Form
  
- Completed Forms:** completed forms should be returned to the program administrator and maintained for a period of three years.