# **Acknowledgement of Child and Adolescent Development (CHAD) Program**

# **Required Background Checks**

July 2017

Dear CHAD Major:

We are delighted that you are interested in the CHAD program. We need to inform you of a mandatory background check requirement for one of the core courses, CHAD 496 Observation and Assessment Lab. As this requirement may impact your ability to complete the program, it is important that you understand what is involved in the background check process.

All students are required to complete CHAD 496 and this course will be taught at the Center for Children and Families (CCF), on campus. As part of their licensing requirement, the CCF will only allow students with clear background checks to take the course at the Center. In order to complete the background check process, students will need to **complete** the first two tasks **no earlier than one year (Livescan and TB tests are good for one year) and no later than 3 weeks prior** to the start of the semester in which they take CHAD 496 (or any course that requires contact with minors). The third task must be **completed no later than 3 weeks prior** to the start of the semester in which they enroll in CHAD 496.

1. Students will submit to a **background and fingerprint check** through Live Scan. This process requires that students provide a Social Security Number and some form of ID (e.g., driver’s license) at the time that the fingerprints are taken. The student is responsible for fees.
2. Students must complete a **Tuberculosis (TB)** test and submit results to the CCF. The student is responsible for fees.
3. Students must demonstrate a history of full immunization to measles, mumps, and rubella (MMR) by bringing their immunization records to the CCF.
4. Additional immunizations (e.g., flu vaccine) may be required by the CCF. Always consult the CHAD website for current information about health requirements because requirements may be updated by the CCF.

More information can be found on the CHAD website: [www.csusm.edu/chad/](http://www.csusm.edu/chad/)

Be advised that if you have a prior misdemeanor or felony conviction, your background check may be flagged. The CCF will determine whether the student will be allowed to work with children and the university has no authority to overrule this decision. If the CCF notifies the CHAD Program Director that a student is ineligible, the student will be disenrolled from the CHAD 496 course and required to meet with the CHAD Program Director to discuss choice of major. Failure to complete all of the required screening in the stated timeframe will result in the student being disenrolled from the course. Please be aware that you may be required to complete additional background checks and/or drug screening if you take courses that involve working with other agencies (e.g., internships with hospitals, schools); those agencies determine the requirements.

This form indicates that you acknowledge these requirements as you are declaring the CHAD major. Please print a copy of this acknowledgement form from the CHAD website, then sign, date, and submit this form to Dr. Sara Bufferd, CHAD Program Director, in the Psychology Office (SBSB 3222).  Questions may be directed to Dr. Bufferd (SBufferd@csusm.edu).  One’s signature serves as an acknowledgment the requirements and consequences described in this form. It is the student’s responsibility to adhere to the requirements outlined in this form; any fees that a student incurs will not be refunded.

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| Student Signature | Student name (printed) | Date |
| electronic signature_Bufferd |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Sara Bufferd, Ph.D.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 7/1/17\_\_\_\_\_\_\_\_\_\_\_\_ |
| CHAD Program Director Signature | CHAD Program Director | Date |