



Volunteer Application and Verification Process

The following is the application and verification process required for adult volunteers in the 4-H program that work in an unsupervised setting with youth. This is part of the UI Protecting Minors Policy. UI employees, Non-UI employees and certified volunteers who work with minors in an unsupervised setting must complete these requirements

APPLICATION PROCESS—New volunteers

1. Complete application including references (can be found on-line at www.uidaho.edu/extension/county/valley/4-h/documents-and-forms or picked up in the Extension Office)
2. Public records review (must be done on-line with an invitation from Verified—the email will come from noreply@verified.com)
3. E-Learning Modules (<http://4h.wsu.edu/volunteertraining/>)
4. Interview with the Valley County Extension Office
5. New Volunteer Orientation (will be held 2-3 times per year as needed)
6. Protecting Minors Training—approx. 20 minutes (complete when enrolling on 4-H Online)

VERIFICATION PROCESS—Current Leaders

***REQUIRED TO BE DONE EVERY 3 YEARS**

1. Re-enrollment on 4-H Online (idaho.4honline.com)
2. **Protecting Minor's Training**—approx. 20 minutes (complete when re-enrolling on 4-H Online)
3. **Public Records Review by Verified**—You will receive an email from noreply@verified.com. This is your invitation for the public records review. If you have not received this please give the office a call or check your junk box. This is the only way to complete your public records review.

ON THE OPPOSITE SIDE YOU WILL FIND THE STEPS FOR TAKING THE:

- PROTECTING MINORS TRAINING
- PUBLIC RECORDS REVIEW PROCESS
- E-LEARNING MODULES

PROTECTING MINORS TRAINING

! You will not be allowed to work in an unsupervised setting with the youth without this training.

1. Go to your profile page on 4-H Online
2. On the top left hand side under your name is a **trainings** tab. Double click on it
3. Click on the tab that says **sign up for a training**.
4. Select the **sign-up** tab next to the **Protecting Minors Training**
5. Take the course
6. MAKE SURE WHEN YOU COMPLETE THE COURSE YOU REGISTER YOUR TRAINING
 - A. At the bottom of the page the second section says **NON UI EMPLOYEES**
 - B. You **MUST** click on the **gray box** where it says register training.
 - C. After you have filled out the registration page and **submitted** it, you have the option to print your certificate of completion. This is optional. The registration will tell us you have completed it.

This training is valid for three years from the date of completion.

PUBLIC RECORDS REVIEW PROCESS

! You will not be allowed to work in an unsupervised setting with the youth without this.

NEW VOLUNTEERS—After you have filled out the application you will receive the invitation from noreply@verified.com.

1. Follow the link on the invitation. It will come from noreply@verified.com. There have been some people concerned this is spam or automatically deleted it. This is the only way you can get an invitation for the public records check. This is what links you to 4-H and our county.
2. Follow the application process. NOTE: you do not need to enter your social security number if you are not comfortable. They can do the check on just your full name and address, however, the more information they have the less chance of coming back with things that need further verification.
3. When you have completed the application it gives you the option to pay.

This public records check is valid for three years from the date of completion.

- VERIFIED checks can be shared with other organizations in their system that require public records checks.

E-LEARNING MODULES

! These are not required but highly encouraged. There are four modules that take about one hour to complete. This is a one-time process.

1. Go to <http://4h.wsu.edu/volunteertraining/>. Complete the training
2. We will receive an email that the training has been completed