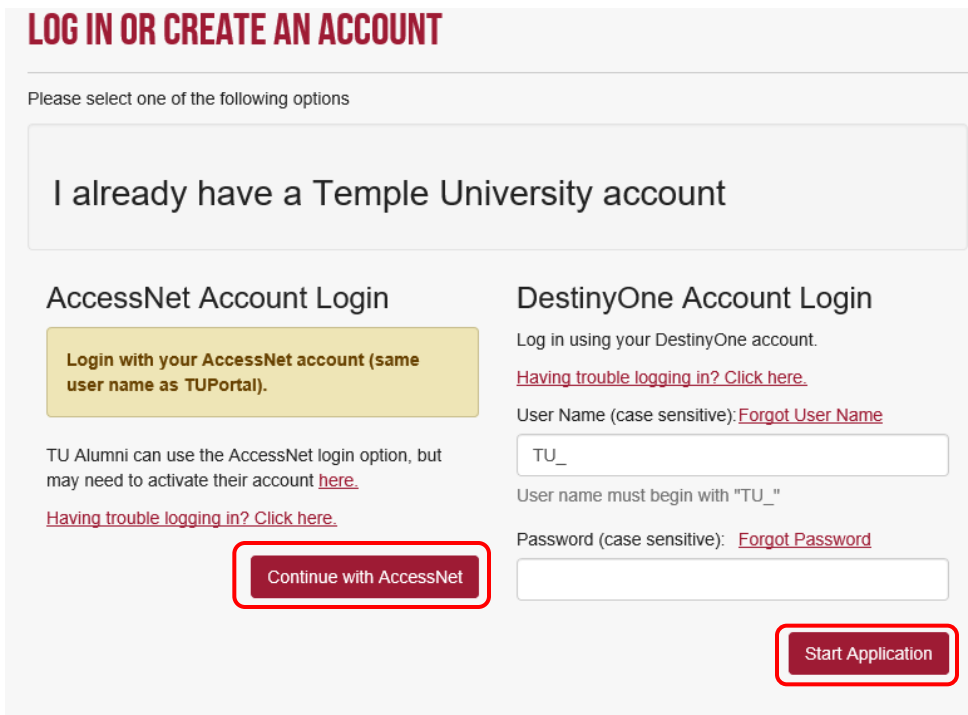# Request for Child Abuse Certifications

Office of Background Checks & Compliance

TEMPLE UNIVERSITY

The purpose of this guide is to provide Temple University employees, step by step instructions on how to complete successfully submit a request for Child Abuse Certifications application.

1.) To begin, go to https://noncredit.temple.edu/hrcert

2.) Log in using your **AccessNet** account or by using your **DestinyOne** account credentials. Then, select "**Start Application**".

3.) Select "**Apply Now**".

> *Note: The Request for Child Abuse Certifications page lists the purpose and qualifications for obtaining the certifications. Please read completely before clicking to apply.

4.) Select "**Start**" to begin the application.

> *Note: There are three sections/pages that require completion in order complete a Certification Request. You can return to this page at any time to begin a newly added application, to continue an in progress application, or to check the status of or review a submitted application.

5.) Enter all of the **Requester Information,** then select **"Next Page".**

*Note: The individual direct supervisor (manager) must complete the request for certifications. The application will be denied if the direct supervisor or authorized agent does not complete the form. The asterisk symbol (*), indicates that the response is required.

6.) Complete the **Activity Interacting with Minors** section by answering each question. Select **"Next Page".**

*Note: If for any reason you are unable to complete the Request for Child Abuse Certification in one session, you have the option to "Save and Finish Later".

Pages: To Do
✅ 1. Requester Information - Complete
✅ 2. Activity Interacting with Minors - Complete
➡️ 3. Individual Interacting with Minors - Incomplete

Individual Interacting with Minors
Employment Classification
Employee Classification*
🔘 Employee (Paid Temple Employee)
⭕ Volunteer (Unpaid Temple Volunteer)
⭕ Contractor (Paid Non-Temple Employee)

7.) To complete the **Individual Interacting with Minors** section, you will need to select one of the three Employee Classification options listed.

Activity Interacting with Minors

Activity Interacting with Minors
Activity Location *

[⌄]

Is your activity interacting with minors registered through the Office of Risk Management & Treasury?
🔘 Yes. My activity interacting with minors is registered.
⭕ No. My activity interacting with minors is off campus.
⭕ No. My activity interacting with minors is not registered.

Activity Start Date *

[Click to select date   📅]

Note: the Activity Start Date must be at least 60 days past today's date. Request dates within 60 days of the Activity Start Date may not allow ample time to obtain certifications. Only individuals who have completed the Child Abuse Certification process are authorized to work with minors pursuant to CPSL and university policy.

☑ Individual interacting with minors is a regular Temple employee with no defined end

Activity End Date

[Click to select date   📅]

Describe the Activity Interacting with Minors *

[   ]

[Save This Page] [Previous Page]   [Next Page]

[Save and Finish Later]

8.) Complete each of the fields provided for your specific **Employee Classification**.

> *Note: Once you select your Employee Classification, there will be a series of questions applicable to your specific selection. (The employee section is pictured below.)

Employee (Paid Temple Employee)
The compliance question 'Has direct contact or routine interaction with minors 18 years old or younger?' on the requisition should be selected during the hiring process. Please indicate why the compliance question was not selected for the employee during the hiring process. *

e.g. Employee has new responsibilities working with minors

This is a required field

TUid Number (volunteer indicate 0000) *

Note: TUid must be 9 digits long and begin with the number 9. e.g. 9xxxxxxxx

First Name *

Last Name *

Email *

TUid Number (volunteer indicate 0000)

Note: TUid must be 9 digits long and begin with the number 9. e.g. 9xxxxxxxx

9.) Then, select **Submit Application**.

> *Note: Additional entries can be submitted via excel.

Upload a File for Additional Names (Excel Only), TUid#, Full Name & Email Required

File Name [   ] Browse...   Upload

The maximum allowed file size for uploads is 10240 KB.
The file extensions allowed for uploads are: csv,xls,xlsx.
File uploads may not be supported on mobile devices. Use a supported device to complete a file upload.

Note:

You may only submit employees that are part of one classification per form. (e.g. if you are submitting a request for 1 volunteer and 1 employee, you must submit this application twice. However, if you are submitting a request for multiple employees, you may include them all in the same application.)

Save This Page   Previous Page

Save and Finish Later   Submit Application

10.) Once the **Submit Application** button is selected, you will see a list of your completed pages, marked with a check (✓). This indicates that your Certification Request is complete.

***Note: An email confirmation will be sent to the individual that submitted the application.**

➔ Need to do   ❗ Incomplete   ✅ Complete

Application For   Program of courses

Status: Submitted   Pages: Completed

Started Apr 1, 2020   ✅ 1. Requester Information - Complete
Submitted Apr 1, 2020   ✅ 2. Activity Interacting with Minors -
                                                  Complete
                                                  ✅ 3. Individual Interacting with Minors -
                                                  Complete