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

**Background Check and Other Requirements**

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. As part of the licensing requirements of the location(s) in which CHAD 496 is held, only students with clear background checks and other materials can take this course. 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 6 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 6 weeks prior** to the start of the semester in which they enroll in CHAD 496. All materials will be submitted to the location where the CHAD 496 class will be held, not to the Psychology Department.

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 fingerprints are taken. The student is responsible for fees.

\*Students that do not have a Social Security Number can contact the CHAD Program Director.

1. Students must complete a **Tuberculosis (TB)** test and submit results. The student is responsible for fees.
2. Students must submit immunization records to demonstrate a history of full immunization to **measles, mumps, and rubella (MMR)** and **Tdap** (tetanus, diphtheria, and pertussis/whooping cough) as well as a current **flu** vaccination (or submit a signed declination of the flu vaccine form). The student is responsible for fees.

Failure to complete/pass all of the required screening in the stated timeframe will result in being disenrolled from the course. No exceptions can be made. Violations (other than minor traffic violations and violations expunged from the record) may yield a failed or flagged background check. Students with a flagged background check can initiate the exemption approval process. This process can take up to 6 months; the CCF and the CHAD Program Director will not be able to tell you how long the process will take. You will not be permitted to take CHAD 496 until the exemption approval has been granted. Students with a failed background check will not be permitted to take CHAD 496 and must choose another major.

In addition, we cannot guarantee that passing a background check for another course or agency means you will pass for CHAD 496. The licensing agency for the facility where the course is held will determine whether you be allowed to remain in the course. The facility and the university have no authority to overrule this decision. If the location notifies the CHAD Program Director that a student is ineligible, the student will be disenrolled from the CHAD 496 course and should meet with the CHAD Program Director to discuss change of major. 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.

Always consult the CHAD website for current information because requirements may be updated by the time you take CHAD 496. More information can be found at [www.csusm.edu/chad/](http://www.csusm.edu/chad/)

By clicking “Accept” in the appropriate window in my.csusm, you are acknowledging that you are aware that it is your responsibility to adhere to these requirements and the consequences outlined in this form; any fees that a student incurs will not be refunded. All CHAD majors must click “Accept.” If you click “Remind Me Later,” you will continue to see the window until you click “Accept.” Students who do not click that they accept will still be held responsible for the requirements outlined in this form. Questions may be directed to the CHAD Program Director, Dr. Pulvers ([kpulvers@csusm.edu](mailto:kpulvers@csusm.edu)).



Dr. Kim Pulvers

CHAD Program Director