The University of Texas Health Science Center policy forbids minors under the age of 16 to be involved in research activities in a laboratory, and state regulations require those who mentor or have more than limited contact with a minor student (between the ages of 16 and 18) to participate in a formal "Child Protection Training" to insure awareness, best practices, and maximum safety (Senate Bill 1414 and the Texas Education Code 51.976). To facilitate compliance and training, the Office of Recruitment and Science Outreach (ORSO), directed by Dr. Irene Chapa, will serve as the point of contact and coordination of institutional processes for minors engaged in research.

Important details and dates are summarized below.

**Online Registration for Research Mentors**
All mentors, with new minor students joining their labs this Fall, must register using survey monkey by **September 9** using the following link: [http://tinyurl.com/h5nvg7x](http://tinyurl.com/h5nvg7x)

Mentors are required to fill out Sections 1 and 2 of the Hazard Assessment Form (see below in section for minor students) as well as provide your signature as the supervisor in section 3.

Mentors must also sign the visiting student application-section 3.

**Child Protection Training**
Adults who plan to mentor and host a minor student must receive Child Protection Training. This online module, Minors Conducting Research in the UTHSCSA Workplace, will be available at [https://opa.uthscsa.edu/minors](https://opa.uthscsa.edu/minors) by September 9th. At the end of the training module, a link will redirect you to a required online assessment. An email notification regarding the assessment results (pass/fail) will be sent within a week (certification will be active for a 2 year period). All adults at the Health Science Center, including faculty, research staff, postdoctoral trainees, and graduate students who work with minors in research, are required to complete this training.

**Online Registration, Training and Orientations for Minor Students**
All mentors should notify their minor student(s) to register with ORSO no later than September 9 via the following link: [http://tinyurl.com/hd3prb3](http://tinyurl.com/hd3prb3)

Each minor student must inform their parents/legal guardian and complete, sign and return all the forms listed below in a single packet via email (chapai@uthscsa.edu) or FAX (210-567-0399) no later than September 9. All forms are available at [https://opa.uthscsa.edu/minors](https://opa.uthscsa.edu/minors)

1. Criminal Record Check Information Form-parents AND minors must sign section 3 after mentor completes and signs sections 1,2 and 3
2. Visiting Student Application for Elective Form (minor students complete section 1 and need to acquire signatures for section 3 from their mentor and the mentor’s chairperson. Section 2 only needs to be completed if the minor is receiving credit for a class from their high school. If so, then a high school administrator needs to sign as the school official)
3. Model Authorization Release Form
4. Release and Indemnification Agreement for Minors (a witness signature is required on page 2 in addition to parental signature)
5. Proof of Personal Insurance Coverage Form  
6. Transportation Policy Form  
7. Hazard Assessment Request for Minors in the Workplace Form (Sections 1 and 2 must be completed by the research mentor prior to signature by student, parent/legal guardian and mentor in section 3)  
8. Medical Treatment Authorization Form  

An email notification will be sent to the mentor confirming the receipt of these documents.

Finally, each minor student must attend mandatory orientation/training sessions, which will be provided on the week of September 26th. Specific dates and times are being determined.

Minor students are not allowed in the university workplace unless they are registered and trained and their paperwork is submitted to ORSO.

The VPR Office will cover expenses associated with institutional processing of minor students conducting research including badges, parking permits, background check and fees.

For questions or additional information, please contact ORSO at 210-567-3941.

Sincerely,
Andrea Giuffrida, Ph.D.
Vice President for Research