

# Youth Certification Instructions

Go to <https://rotary5340.org/SitePage/youth-protection/youth-certification>

**All Youth Certifications are valid for two years (except for Youth Exchange hosts) from the time your background clearance is received and passed, after which you will have to do a new Intellicorp background check and retake the quiz. If you have questions about the YC process, please contact Charles “Doug” Clements (Rotary Club of Valley Center), District Youth Protection Officer at [ypo@rotary5340.org](mailto:ypo@rotary5340.org) with any questions.**

## PLEASE COMPLETE ALL 3 STEPS

### STEP 1 – Complete Application

[Download](#) the District 5340 Youth Volunteer Application and complete it. Sign, scan and email to [ypo@Rotary5340.org](mailto:ypo@Rotary5340.org).

### STEP 2 – Background Check

District 5340 has setup a special background check portal with IntelliCorp, a trusted third-party verification service that works with Rotary clubs and districts across North America. The service includes the following checks:

Social Security Number (SSN) Verification  
Validated Multi-State Criminal Super Search Database  
Validated Nationwide Sex Offender Registry  
Validated Department of Corrections  
Government Sanctions – Terrorist Search  
Single Count Criminal Search

IntelliCorp does NOT pull credit reports and has strict controls in place that adhere to Fair Credit Reporting Act. To begin, simply visit [youthcertify.candidatedirect.net](https://youthcertify.candidatedirect.net) and enter the password **rotary5340**. Cost of the service is \$13.60 plus any applicable county fees, which can be paid securely online. While most courts charge a nominal fee (In many cases, \$4-8), we have heard of significantly higher court charges. Unfortunately, these costs are imposed by individual court systems for performing the background check.

Follow the online instructions to authorize your background check and to make secure payment. **Please select the “return results to me” option when entering your background information, as that will let you review your results.** The district only receives an automatic pass or no pass notification regarding the background check.

### STEP 3 – Online Testing

You must complete Part 1 and Part 2 (see below) of the online training program that was created specifically for Rotarians in District 5340. The training is free and can be reviewed at any time. Part 1 is a training video that can be accessed via [YouTube](#).

Part 2 is an interactive test. Go to <https://www.proprofs.com/quiz-school/story.php?title=mjq0mje2mqde3g> to access the interactive test. **You must retake the test until you receive a passing score of at least 16 correct answers.** Your passing score is automatically reported to the District Youth Protection Officer.

# **CLUB 33 COMMITTEES REQUIRING YOUTH CERTIFICATION BY ALL COMMITTEE MEMBERS**

Camp Enterprise  
Diana Venable Scholarship  
Girl Scouts  
Boy Scouts  
Cesar Chavez Elementary Readers  
Cesar Chavez Elementary Fifth Grade Camp  
City Heights Youth Soccer  
Four Way Test Speech Contest  
Interact – Hoover  
Interact - Wilson Middle  
Rotaract - City Heights  
Rotaract - DT San Diego  
Rotaract - SDSU  
RYLA  
STEM  
Storefront  
Youth Soccer  
Youth Exchange\*

\*Host families for Short Term Exchange i.e., International MusiCamp and host families for Long Term Exchange require a more thorough screening. You can contact Youth Exchange Chair Larry Hoeksema [LarryH@mosherdrew.com](mailto:LarryH@mosherdrew.com) for further information.