



Egg Harbor Township Parks and Recreation Department Criminal Background Check Process Guidelines

REVISED July 19, 2023

In accordance with Township Ordinance No. 18-2023, all persons who wish to volunteer in our sponsored youth sports organizations are required to complete a criminal background check. As of Wednesday, July 19, 2023 all criminal background checks for EHT volunteers will be processed online by Protect Youth Sports. The Township is no longer requiring a fingerprinting appointment.

To complete your background check, click: <https://opportunities.avery.com/EHTDPR>

VERY IMPORTANT PLEASE READ HERE ...

Upon completing the online background check, there is a second, mandatory step to complete. Protect Youth Sports will automatically email you a link to complete one training video. The email will be sent from message@protectingourkids.com and the link is good for 14 days. The video is on preventing abuse in children and includes a test at the end that you must complete. Upon completion, make sure the click "View Certificate" to update your file. There is no additional charge for the video portion of the background check.

Only after a successful background check, and completing the training video, are the Township's requirements met and you will be placed on the Approved Volunteers list and eligible to volunteer.

The cost of background check is \$25. Payment by credit card will be required at the time of your background check.

Background checks are valid for a period of 3 years.

Approved Volunteers List

By submitting to this background check, you are agreeing that upon successful completion of the check your name will be added to the Approved Volunteers roster which will be placed on the Township website [Township of Egg Harbor, NJ \(ehtgov.org\)](http://Township of Egg Harbor, NJ (ehtgov.org)).

Appeal Process

Applicants who have been denied on their background check based on disqualifications outlined in Township ordinance may obtain a free copy of their criminal history record from Protect Youth Sports at <https://compliance.protectyouthsports.com/>. If an applicant wishes to appeal an unsuccessful check, they can contact the Parks and Recreation Department at (609) 272-8120 to arrange an Appeal Meeting with an Appeals Board as sanctioned by Ordinance No. 46-2007.



FAQ

Do I have to still get fingerprinted for a background check?

- No, our background checks are now processed online and fingerprinting is no longer required.

Who pays for the background checks?

- The volunteer coach/applicant pays for their own background check. The youth sports organization may set their own policies and procedures on whether volunteers are reimbursed or not for the cost of the background check.

What if I am already on the background check list now, do they have to do a background check again because there is a new process?

- NO. All current background checks will remain valid and we will keep your name on the Approved Volunteers list.

How will the new expiration date of 3 years work for volunteers already on the approved list?

- If a volunteer's current background check expires in two years, the expiration date will remain the same at two years. When the same applicant renews their background check in two years, they will then have an expiration date of three years. If a person is on the current background check list has an expiration date of four years from now, their expiration date will be reduced to three years. (Everyone on the current list with an expiration date of more than three years from now will be reduced to three years to comply with the Township's new policy.)

What if I did the old background check process after July 19, 2023 by mistake?

- The Township will honor a successful background check from the previous process until November 1, 2023. If a volunteer does the old background check process, the Township will send an email to them to complete the preventing abuse in children training video. The applicant must do this training video to be placed on the Approved List. If a volunteer pays for and completes the previous background check process after November 1, 2023 the Township will not honor it. The volunteer will need to pay for and complete the new background check after that date with no exceptions.

For assistance or questions, please contact Rick Audet, Director of Parks and Recreation, at (609) 272-8120 or raudet@ehtgov.org.