

Background Clearances Required for Camp Staff

Background clearances are required to work or volunteer at a camp with children. Camp organizations are required by statute to complete a criminal history background clearance before conditional offer of employment (MCL 722.115d). In addition, individuals 21 years or older must have a central registry abuse/neglect clearance (MCL 722.119) before contact with campers. The camp is required to have documentation maintained in the personnel record of the completed clearances from the locale of residence. (R.400.11109)

The instructions below provide important information and links to be used for compliance with the statute and administrative rules. Staff and volunteers, without regard to compensation, are held to the same background and central registry clearance standard.

Background Clearance:

A background clearance is a record review of criminal convictions or court action for a specific individual affiliated with a camp. The process for obtaining the background clearance is listed below:

For a Michigan Resident:

The organization must ensure the completion of a Michigan State Police (MSP) *Internet Criminal History Access Tool* (ICHAT) search. MSP ICHAT is located here: [Home Page - ICHAT Menu \(michigan.gov\)](#).

The organization must review everyone's ICHAT and determine suitability to work/volunteer at camp. The organization must consider disqualifying crimes listed within the *Good Moral Character-CWL-PUB-673* document found on www.michigan.gov/mileapcamps within the "general public" tile under "rules and statutes." If the individual has criminal convictions (non-disqualifying), the licensee or designee must complete a written evaluation of the convictions that addresses the nature of the conviction, the length of time since conviction, and the relationship of the conviction to the regulated activity to determine whether the prospective employee complies with R400.11109(6). The written evaluation must be placed in the personnel file. An individual with disqualifying convictions may not be associated with the operation.

For Nonpermanent Resident:

Use the *HOW TO OBTAIN CLEARANCES FOR EMPLOYEES AND VOLUNTEERS WHO'S PERMANENT RESIDENCY IS NOT MICHIGAN* resource to access instructions. This document can be found at www.michigan.gov/mileapcamps within the "Licensees" tile under *Background Check Information and Forms*.

The organization must complete a background clearance for the person from their permanent residence locale. Each locale has a process for obtaining a background clearance or the organization may utilize a business entity accessing law

enforcement and court records from the locale where the person permanently resides.

Central Registry (Abuse/Neglect) Clearance

Organizations must have on file a Central Registry clearance for all person's 21 years of age or older from the locale of the staff person or volunteers' permanent residence.

For State of Michigan Residents

Use *Request for Central Registry Clearance-BCHS-Camps 001 form* and accompanying instructions. This document can be found at <http://www.michigan.gov/mileapcamps> within the "Licensees" tile under *Background Check Information and Forms*.

For Nonpermanent Residents

Use the *HOW TO OBTAIN CLEARANCES FOR EMPLOYEES AND VOLUNTEERS WHO'S PERMANENT RESIDENCY IS NOT MICHIGAN* resource to access instructions. This document can be found at <http://www.michigan.gov/mileapcamps> within the "Licensees" tile under *Background Check Information and Forms*.

Submit forms to the applicable locale of residence requesting Central Registry clearance record. Retain copies for camp records.

Note: *Self-Certification Statement Out-of-State Clearances form is obsolete.* MCL 722.119(5) requires that staff or unsupervised volunteers may not have contact with a child who is in care of a children's camp until the individual provides the children's camp with documentation that he or she is not named in a central registry case as the perpetrator of child abuse or child neglect. All ***Self-Certification Statement Out-of-State Clearances*** forms previously accepted, no longer demonstrate compliance for R400.11109(7)(f) or this statute.

Results of the individual's central registry clearance will be provided to the camp to make an eligibility decision. A person who has been named in a central registry clearance as the perpetrator of child abuse or child neglect cannot be a staff member or volunteer at a camp.

The organization must maintain the staff member or volunteer background and central registry clearance documentation within the staff member or volunteers' personnel file.

If you have questions, please contact your assigned licensing consultant or the licensing unit at (866) 685-0006.