

Steps to a Rotary Youth Protection Certificate

Step 1- Go to Website:

<https://rotary5340.org/sitepage/youth-protection-and-certification>

Step 2- Complete the Application by going to website:

<https://clubrunner.blob.core.windows.net/00000050137/en-us/files/homepage/youth-protection-volunteer-application/District-5340-Youth-Program-Volunteer-Application-Fillable--Rev-2022-12-18--paf.pdf> or [Click here](#)

Step 3- Download the District 5340 Youth Program Volunteer Application and complete it on your computer. Print the completed Application, sign it, scan it to a PDF file, and email the PDF to YPO@Rotary5340.org.

Step 4 – Take the Online Training. Go to Website:

<https://mandatedreporter.ca.com>

- Click on Register/Sign In
- Click on Sign Up
- Click on Volunteers
- Click on Next
- Complete Registration Process & Volunteer Training

You will receive a Certificate upon completion of the training. Save the Certificate on your computer.

Step 5- Email the saved copy of your certificate to: YPO@rotary5340.org.

Step 6- Get a Live Scan Background Check: [Click here](#) to download the DOJ Request for Live Scan Service Form BCIA 8016.

- Complete only the Applicant Information section of the Form (ignore the Billing Number and Misc. Number), sign the form, and date the form.
 - Do not modify any other information on the Form.
- Because Rotary is a not-for-profit organization, the DOJ waives its fee for the background check. The FBI criminal history records check fee is \$15. The total fee you should pay at the time your fingerprints are taken is \$15 plus the fee charged by the Live Scan operator you select.***

Step 7- Take your Live Scan Service Form to a Live Scan location and complete your Live Scan process. Escondido Location Suggestion:

AAA LiveScan Corporate Office, Escondido
431 W Grand AVE. Suite 203 92025
(760) 480-6900