

CPM MANUAL

(CAMPS AND PROGRAMS FOR MINORS)

CONTACT INFORMATION:

Texas A&M International University
Office of Continuing Education (OCE)
Student Center 118
Laredo, Texas 78041
956-326-3068
ce@tamiu.edu

Susan Foster
Director of Continuing Education
956-326-2765
mary.foster@tamiu.edu

Adriana Rodriguez
Program Manager
956-326-2829
adrianah.rodriguez@tamiu.edu

Carolina Ortiz
Administrative Associate V
956-326-3068
carolina.ortiz@tamiu.edu

Priscilla Garza
Administrative Assistant IV
956-326-3067
priscilla.garza@tamiu.edu



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I. What is a Camp/Program for Minors (CPM)?

Texas A&M University System (TAMUS) is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs). As defined in [System Regulation 24.01.06, *Programs for Minors*](#), Programs for minors sponsored and operated by members of The Texas A&M University System (system) and third-party programs using member facilities must follow this regulation. This regulation requires child abuse training for employees of programs for minors and establishes systemwide standards for such programs. Any activity, whether the activity falls under the definition of CPM or not, that includes minor accessing laboratory facilities must adhere to requirements detailed in [System Regulation 24.01.08, *Minors in Labs*](#).

II. TAMIU Rule 24.01.06.L1, *Camps and Programs for Minors* Texas A&M International University (TAMIU) is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs). This rule establishes TAMIU-wide guidelines and standards for operating CPMs that are sponsored and operated by TAMIU and by third-parties using TAMIU facilities and resources. CPMs sponsored and operated by TAMIU and third-parties shall be administered in accordance with System Regulation 24.01.06, Programs for Minors and this rule. This rule requires child protection training for all employees/volunteers of CPMs. For purposes of this rule, subsequent references to “CPMs” shall be construed to include both CPMs sponsored by TAMIU and CPMs sponsored by third-parties.

III. Compliance - 6.1 Background Screening and Training

6.1.1 The background screening, compliance and reporting requirements specified by System Regulation 24.01.06, Programs for Minors, will apply to all individuals, including faculty, staff and graduate students who are providing direct supervision of the minor and are so designated.

6.1.2 Sponsors are responsible for ensuring that all staff who provide direct supervision for a minor complete all required trainings prior to having contact with minors.

Application and Registration via Ideal-Logic for Background Checks and CPT

The procedure that will need to be followed is:

1. The Program Director must set up a meeting with the Office of Continuing Education (CE) to review the program/camp/event for risk assessment and begin application.
2. The Program Director will enter camp/program/event information into the registration system, Ideal-Logic.
3. Program Director will submit a Criminal Background Check/Sex Offender Request Form/Roster to the TAMIU Human Resources Department (HR) before the start of the program. (As no one will be permitted to participate in a CPM without this background check, it is recommended these be submitted at least 14 days before the camp to allow enough time to perform checks). HR will conduct the background checks on all new employees and existing employees who have not had a background check (including a sex offender check) within the past year. Cost per Background check starts at \$23.35 depending on jurisdiction.
4. Contracts with Third-Party CPM shall include, as a provision of the contract, the requirement that all staff affiliated with the CPM will have completed background screening within the prior year before the start of a CPM, utilizing both a national criminal history and sex offender registration database. For third parties, the background screening process selected for use must be acceptable to the individual with designated approval authority (i.e. CPM Sponsor, Sponsoring Dean). The designated CPM Sponsor is responsible for verifying this information and submitting it to Continuing Education for final review.
5. All TAMIU and Third-Party CPM Staff must complete the Texas A&M University System-approved Child Protection Training (CPT) course with a passing score of 100% every two years. New employees hired specifically for a position involving contact with minors at CPM must complete the training within the first five days of employment. CPM Sponsors are responsible for ensuring that all CPM Staff complete all required and necessary training prior to having contact with CPM Participants. After completing Child Protection Training, all TAMIU and Third-Party CPMs must submit documentation listing the names of the CPM Staff who completed the CPT course to the Office Of continuing Education using the TSDHS Form. Third-Party CPMs must also submit training transcripts.
6. The Office of Continuing Education will review the CBC/SOC and CPT to ensure that all staff have completed the background check and training.
7. Program Director will be advised by the Office of Continuing Education of completion of submittals. If there are any questions the CE will request a meeting.

System Registration - Ideal-Logic

The TAMU System has selected Ideal-Logic to be the registration system for all Camps and Programs for minors. Ideal-Logic covers both the TAMUS Compliance and TAMIU Registration Management processes.

It provides the compliance application process including staffing information/requirements, description of program/camp, risk assessment, insurance request, as well as approval of program. Program Directors will set up session information, payment, participant requirements on the Registration Management site.

All Program Directors will be required to attend the Mandatory Training Workshop each year. Schedule for 2025:

Program Requirements			
1	Attend Mandatory Training Session	Required Annually	FY25: 2/11/2025
2	Training Registration Set-Up	Meet with Office of Continuing Education	By Appointment Only
3	Once reviewed/approved	Set up your registration site	Log in to Ideal-Logic
4	All Programs for Minors Application Submittal	Submission required	60-day Deadline for Application
5	Programs National Criminal Background/Sex Offender Checks	Submit list of all staff members to CE	14 business days before 1st day of Program
6	All CPT/TDHS forms submittal	Submission required	5 Business Days before 1st day of Program
7	Roster	Submission required	On or before 1st day of Program and at end of Program
8	Incident Report	Submission required if any	Within 24 hours of incident

List of all staff forms required (via Ideal-Logic) to be signed and submitted prior to start of program/camp/event via Ideal-Logic.

- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Model Release Form for Adults**
(All adults, except TAMIU employees, must sign to acknowledge consent to photography by TAMIU.)
- Child Protection Training**
- Employee Roster**
- Department of State Health Services Training Certification Form**
(Required if CPM has 20+ participants and is 4 days or longer.)
- Incident/Injury Report Form**
(Submitted only in the event of an incident or accident.)

Procedure to Setting up an application

1. Log in to Ideal - Logic **Application Portal**: Texas A & M University System Campus Programs for Minors -type TAMUS SSO information under TAMUS Login
2. Under Home tab - Dashboard, click on Application for Campus Program for Minors
3. Program Type - Select Youth Program +Add a New Youth Program (Name of program and click on Create New Youth Program
4. New Session - fill in all data, you must answer all questions
 - A. Is this a Third Party program? (usually no, so make sure you answer accordingly)
 - B. There are some that require details of your procedures
 - C. You may add any supporting documents to further explain (example: flyer)
 - D. You must name program director and/or assistant
 - E. You may upload staff via spreadsheet or by person
 - F. You must upload in detail the itinerary / activities /schedule
 - G. **A detailed Itinerary document upload will be required closer to the start of camp. An email notification will be sent to prompt you to upload it.**
5. You must input check in and check out procedure
6. Submit Application for review - once approved you may log in to registration site

Staff Training by Program Director to include:

- **CPM Staff Code of Conduct**
(Acknowledges that responsibilities and code of conduct are understood and agreed to.)
- **CPM Acknowledgment Form**
(Acknowledges having received CPM training and emergency plan. Please also submit sign-in sheet of the CPM training given to staff with date of the CPM training.)

PARTICIPANT FORMS – The following forms are emitted via Ideal-Logic, to be submitted/complete **no later than the first day of the CPM.** Parent/Guardian will navigate through the completion process and pay.

- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Model Release Form for Minors**
(per participant)
- Medical Information & Release Form**
(per participant)

Third (3rd) Party Camps/Programs/Events

Please meet with the Events Office and Office of Continuing Education to make arrangements at least three (3) Months in advance.

RESOURCES 1

Medical Needs and Emergency Procedures

Administering Medication

Dedicated Program Directors shall inform parent/legal guardians that CPMs will not administer medication. Exceptions to consider are those included in the *Medical Information & Release Form* which may include, but not limited to, rescue inhalers and epinephrine pens for emergencies.

Participants with Special Needs

Dedicated Program Directors must be aware of children with special needs who may require more supervision than other participants. Depending on the CPM activities, reasonable accommodations will be arranged as needed.

Emergency Plan

- Dedicated Program Directors **MUST**:
 - enroll in SafeZone before the start of their CPM.
 - have handy emergency contacts for their CPM.
 - ensure CPM staff and participants are aware of building and campus evacuation procedures in the event of emergencies such as fire or bomb threats.
- Depending on the size and length of the CPM, Dedicated Program Directors may wish to schedule a fire drill with the TAMIU Office of Environmental Health and Safety to educate staff and participants of building and campus evacuation procedures.
- In the event of bad weather days, Dedicated Program Directors should be prepared with alternatives such as indoor activities or CPM cancellation.
- Dedicated Program Directors are responsible for notifying all CPM staff of emergency plan procedures.

ACKNOWLEDGEMENT: By submitting CPM paperwork, Dedicated Program Directors acknowledge that they have read this emergency plan adopted by TAMIU and OCE and will either adopt this emergency plan or establish an emergency plan for their CPM.

DISCLAIMER: No guarantee of a perfect response system is implied by this emergency plan adopted by TAMIU and OCE. TAMIU and OCE can only endeavor to make every reasonable effort to respond to a situation with the resources and information available at the time.

Emergency Contact Information

University Police Department
(956) 326-2100
(956) 326-2911 (for emergencies)

News & Information for Third Party CPMs, Parents, and Non-Employee Staff

Third-party CPMs, parents, and non-employee staff are encouraged to avail themselves to news, including emergency campus information, on the following Facebook pages.

- TAMIU → <http://www.facebook.com/txamiu>
- TAMIU Office of Continuing Education → <http://www.facebook.com/txamiu.contedu>

RESOURCES 3

Child Protection Training for Employees

MANDATORY

In accordance with TAMIU Rule 24.01.06.L1, Camps and Programs for Minors, “all individuals hired as an employee or assigned for a CPM, including Dedicated Program Directors, are required to complete training and examination on the warning signs for sexual abuse and child molestation prior to any interaction with minors.”

TAMIU employees are automatically assigned mandatory *TrainTraq* training.

The *TrainTraq* training called “Child Protection Training” must be completed **prior to any interaction with minors**. A certificate of completion must be submitted to OCE at **least 14 business days prior to the start of the CPM**.

Directions to produce a *TrainTraq* transcript are as follows:

- Log in to [SSO](#) (Single Sign On).
- Go into *TrainTraq*.
- Click on the “My Transcript” tab.
- On the left-hand side, click on the PDF icon.
- “Save File” to your computer.
- Email the saved file (the transcript) to ce@tamiu.edu.

RESOURCES 2

Reporting Abuse and Neglect

In accordance with [System Regulation 24.01.06, Programs for Minors](#), “a person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person must immediately make a report to local law enforcement. This legal requirement will be communicated by members to all individuals participating in the management/supervision of programs for minors and to all employees of third-party programs utilizing member facilities.”

Reporting Abuse and Neglect

A person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person **must immediately make a report by calling 911, the University Police Department at (956) 326-2911, or the Laredo Police Department at (956) 795-2800.**

The following and more information is available from website of the Attorney General of Texas at <https://www.oag.state.tx.us/victims/childabuse.shtml>.

Your legal obligation:

Current law requires that professionals such as teachers, doctors, nurses, or child daycare workers must make a verbal report within 48 hours. Failure to report suspected child abuse or neglect is a misdemeanor punishable by imprisonment of up to 180 days and/or a fine of up to \$2,000 ([Texas Family Code, Chapter 261](#)). Reporting suspected child abuse to your principal, school counselor, or superintendent will NOT satisfy your obligation under this law. Local school district policy cannot conflict with or supersede the state law requiring you to report child abuse to a law enforcement agency or DFPS.

Your legal protection:

Your report of child abuse or neglect is confidential and immune from civil or criminal liability as long as the report is made "in good faith" and "without malice." "In good faith" means that the person making the report took reasonable steps to learn facts that were readily available and at hand. "Without malice" means that the person did not intend to injure or violate the rights of another person. Provided these two conditions are met, you will also be immune from liability if you are asked to participate in any judicial proceedings that might result from your report.

If you suspect abuse:

- **DON'T** try to investigate
- **DON'T** confront the abuser
- **DO** report your reasonable suspicions
- It is **NOT** up to you to determine whether your suspicions are true. A trained investigator will evaluate the child's situation. Even if your report does not bring decisive action, it may help establish a pattern that will eventually be clear enough to help the child.

RESOURCES 4

Reporting Incidents and Accidents

Dedicated Program Directors are responsible for reporting any incident or accident involving injury or which could give rise to CPM or TAMIU liability. Reportable incidents and accidents include, but are not limited to, non-sexual physical injury to a participant, employe or bystander.

Dedicated Program Directors are responsible for submitting an *Incident/Injury Report Form* to OCE within 24 hours of any incident or accident.

Forms are available on the OCE website at www.tamtu.edu/ce under the “Camps and Programs for Minors” tab - <https://www.tamtu.edu/ce/documents/incidentreportmaster>

CONTACTS:

Susan Foster, Director of Continuing Education

(956) 326-3068

OR

Adrian Dominguez, Environmental Health and Safety Manager

(956) 326-2756

RESOURCES 7

SafeZone Registration Instructions

Go to: <https://www.tamtu.edu/adminis/police/safezone/index.shtml>

SafeZone can be downloaded free of charge and installed on your mobile device by scanning the QR Code (below) or selecting the appropriate link from the Apple Store or Google Play store.

Download on the [App Store](#)



Get it on [Google Play](#)



Once installed, you can:

Report safety concerns 24/7.

Get connected quickly with mental health professionals if you are feeling depressed, anxious, or overwhelmed.

Activate location sharing with authorities if alone and concerned for safety.

Anonymously report incidents via text message, photograph, and location.

Control your profile data and what is shared; location is only shared when you raise alerts, check in, send reports, or request assistance.



Activate

To activate SafeZone:

1. Register with your TAMIU email

Faculty/staff: NetID@tamiu.edu and your password.

Students: Email Address (NetID@dusty.tamiu.edu) and your password

2. Follow the prompt to sign in.

3. Once inside the App, follow the prompts to add your cell phone number, a photo, and accept the Terms of Service. You will also be prompted to give access to Bluetooth, Notifications, and Location Services for the most accurate experiences with the App; this information remains secure until you activate the App.

RESOURCES 6

Safety and Security

TAMIU is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs). To report an emergency or urgent situation involving the safety and well-being of a CPM participant, staff student, etc., we provide the following protocols.

I. EMERGENCIES

A. Emergencies

- Contact the University Police Department (UPD) immediately at **326-2911**.
 - From a campus phone, dial 2911.
 - From a non-campus/mobile phone, dial 326-2911.
- Communicate as much descriptive information as possible to the dispatcher.

B. Non-Emergencies

- Contact UPD immediately at **326-2100**.
- Emergency speaker phones are available on campus grounds, in elevators, in hallways of classroom buildings, in classrooms, and in residential housing areas.

C. Code Blue Emergency Telephones

- *Code Blue Emergency Telephones* on campus in the South Plaza and West and East Parking areas are available to ensure the safety of the TAMIU community. *Code Blue Emergency Telephones* are housed in prominent, clearly marked columns topped by bright blue strobe lights.
- When these hands-free emergency telephones are activated, the blue emergency strobe light atop the phone housing begins to flash and UPD is called automatically. The blue emergency strobe light flashes continuously until the emergency is answered.

D. Warnings and Alerts

TAMIU will issue timely warnings and alerts through any combination of the following mediums:

- **Safezone** – A mass notification system that alerts subscribers via text message or email in the event of a campus emergency or closure.
- **Email** – All employees and students receive notification via their TAMIU email account. Notifications are NOT sent to non-TAMIU email accounts.
- **Classroom Notification** – Voice messages released to all classrooms that are equipped with phones and intercom systems.
- **Social Media** – TAMIU homepage, UConnect, Facebook, Twitter, and other social media used to inform the public.
- **Local Residence Halls Association TV Channel 50** – A Housing and Residence Life-controlled channel with campus-wide emergency broadcast capabilities.

III. MAINTENANCE EMERGENCIES

Situations may arise which require prompt action by facilities maintenance to resolve danger to health, the possibility of injury, the imminent probability of damage to TAMIU property, or severe disruption of scheduled TAMIU activities, classes and/or office work. Heating or cooling malfunctions, roof leaks, plumbing leaks, and area-wide power failures are examples of maintenance emergencies.

In the event of a maintenance emergency, during work hours, call the Physical Plant Service Center at extension 2325. After work hours, please call UPD at 326-2100.

IV. ELEVATOR EMERGENCIES

Elevator Emergency Telephones provide 24-hour immediate access to UPD and can be activated with a touch of a button. Once activated, the telephone automatically dials UPD.

In the unlikely event there is no answer, dial 911 for the Laredo 911 Center.

V. LOST CHILD

CPMs shall ensure that CPM participants are accounted for at all times. If a child cannot be located, notify the Dedicated Program Director immediately. If the Dedicated Program Director is unable to locate the child, contact UPD at 2100 immediately. After contacting UPD, the Dedicated Program Director will contact the parents of the child.

VI. ON-CAMPUS PARKING AND DRIVING

Be careful and vigilant when operating your vehicle around children. Be on time to avoid being in a hurry or rush. Notification of Emergencies. (Bad Weather Days, Airplane crash/Explosion on Campus, Fire, Hazardous Material Spill, Hurricane, Tornado warnings, etc.)

VII. KNOW WHO YOUR SUPERVISOR IS

CPM staff, teachers, and counselors should know who his/her designated supervisor or Dedicated Program Director is. Knowing your chain of command helps ensure an orderly line of authority and communication within the organization.

VIII. IDENTIFICATION OR IDENTIFICATION (ID) CARDS

Dedicated Program Directors must ensure that ID cards are issued to all CPM participants, staff, teachers, and counselors. ID cards can be issued by TAMIU Card Services, or the CPM can issue their own ID cards. All CPM participants, staff, teachers, and counselors shall wear and adequately display their ID cards or other forms of identification specific to the CPM at all times.

IX. LOST AND FOUND

Lost and found services are provided by UPD. Please turn in found items to UPD. UPD will release found items upon the owner providing a matching description of the item and providing a proper photo ID.

RESOURCES 7

Office of Budget, Payroll, and Fiscal Analysis: Payments to Vendors & Employees

OVERVIEW

Why must individuals working for a TAMIU CPM be employed by TAMIU and paid via payroll?

- We normally have a continuing relationship with them if they are re-hires.
- We have control over what they do and how they do their job.
- We are their sole employer and financial supplier for the duration of time they work for us.

WORKER MISCLASSIFICATION – REGULATED BY DOL AND IRS

What happens when we misclassify workers as Independent Contractors instead of hiring them as employees?

- IRS does not get their taxes up front from the worker's paycheck.
- The individual is not covered by workers' compensation insurance or unemployment insurance.
- The individual is required to pay both employer portion and employee portion of taxes at the end of the year.

WHAT DOES THIS MEAN TO YOU?

- When preparing for your CPM, think about ALL the positions needed to conduct your CPM successfully.
- Plan to hire for ALL positions by creating and posting those positions in *Workday*. One job requisition may be created for multiple positions.
- Existing TAMIU employees must also apply and be hired into secondary positions via *Workday* to work for your CPM. Current employees must be hired in order to track their working hours for overtime and benefits purposes.

HOW DO I GET MY EMPLOYEES HIRED AND PAID?

i CPM workers CANNOT begin working nor receive payment until they have applied, been hired via Workday, and have gone through HR orientation.

- Departments may re-use CPM worker positions from year to year. Existing vacant positions can be found in *Workday* by searching for the supervisor's organization (search Adloc with manager's name) and selecting STAFFING tab. Only create additional positions if you run out of positions or do not have any.
- *Workday* steps include (1) Creating Positions (if necessary), (2) Creating Job Requisitions to Post Jobs, (3) Completing Hiring Process for Selected Applicants. When a job ends, a Termination Process must be submitted.

CONTRACTED SERVICES

i Business or self-employed individuals who offer their services TO you and to the general public are not the same as CPM workers who are working FOR you.

- Contracted Services are companies/vendors who you partner with to conduct your CPM (i.e., guest speakers).
- A contracted vendor can provide their own vendor contract. If one is provided to you, please submit to the Associate VP for Administration for review/approval.
- If vendor does not have their own vendor contract, TAMIU's Independent Contractor Agreement should be used. Forms and procedures can be found at the following link:
<http://www.tamtu.edu/adminis/payroll/Payment%20for%20Independent%20Contractor.shtml>.

CONTACT INFORMATION FOR ASSISTANCE

- For questions about classifying workers or contracted services, email budgetandpayroll@tamtu.edu.
- For questions about creating jobs, posting jobs, or hiring workers in *Workday*, contact Human Resources.
- For questions about employees submitting work time in *Workday*, e-mail budgetandpayroll@tamtu.edu or call the Payroll Office at 956-326-2377.