

Dear Camp Directors:

Thank you for choosing the University of Central Arkansas as the location for your camp. UCA is committed to maintaining a safe and secure environment for minors (persons under the age of eighteen). Therefore, all camp programs with participants under the age of eighteen must provide evidence to UCA that employees or volunteers of the camp have completed a criminal background check and Arkansas Child Maltreatment training. Background screenings and Arkansas Child Maltreatment training will be effective for one year.

In order for the background checks to be processed please complete the spreadsheet found at the following link: <http://uca.edu/hr/camp-email-batch-file/>. Once completed email the spreadsheet to [kimh@uca.edu](mailto:kimh@uca.edu). Hire Right, the background check vendor, will generate an email to each individual for them to enter their information and authorize Hire Right to process a background check. Please notify the individual they will be receiving an email from Hire Right to complete the process.

If the camp does not have access to child maltreatment training, your camp staff may complete the training provided by the State of Arkansas at the following web address:

<https://ar.mandatedreporter.org/UserAuth/Login!loginPage.action;jsessionid=B97E494B89A8991512CDB8E7B521BD7C>

Please submit the certifications for the child maltreatment training to the Human Resources Department prior to the beginning of the camp. You can also submit via email to [kimh@uca.edu](mailto:kimh@uca.edu).

UCA Staff and certified school teachers are required to have a background screening done at least every FIVE YEARS for camps. Certified school teachers that are working on campus for camps will need to show proof they have had a background check within the last five years.

For billing purposes, if the camp is a UCA sponsored camp, UCA will pay for the background check. If the camp is a not a UCA sponsored camp, the cost will be at the expense of the camp. UCA will process the background check and invoice the appropriate person once the invoice is received from the background check vendor. Please contact us if your organization has completed a background check within the past year.

If you have any questions in regard to submitting the forms, please contact Kim Hutchcraft, at (501) 450-3243 or email [kimh@uca.edu](mailto:kimh@uca.edu). Please review the attached UCA Board Policy #418 regarding the protection of minors on campus. All questions regarding the policy may be directed to Warren Readnour, General Counsel, at (501) 450-5007 or you may email [WReadnour@uca.edu](mailto:WReadnour@uca.edu).

Sincerely,

Warren Readnour  
General Counsel