

Date: June 15, 2012
To: SMU Program Coordinators, Managers, and Directors
From: SMU Department of Human Resources and Office of Risk Management

RE: SMU Program for the Protection of Minors

You recently received a letter from President R. Gerald Turner sent to all SMU staff and faculty regarding the University's commitment to promote a secure and healthy environment. The letter emphasized the safety of the many minor children (under age 18) who visit our campuses and attend other SMU-sponsored activities away from our campuses.

You are receiving this follow-up letter because you have been identified as a program coordinator for an SMU youth program. In accordance with the State of Texas [Texas Education Code Chapter 51 Sec. 51.976] and [SMU's policy 9.31](#), you and all SMU employees associated with a program involving minors under the age of 18 are required to complete a mandatory online course and test.

Texas Education Code and SMU training requirements:

- All SMU faculty, staff, and student employees directly involved with program coordination, supervision, and direct contact with minors (under age 18) must complete training on the warning signs and prevention of sexual abuse and child molestation, approved by the State of Texas.
- Training must be completed within the two years prior to the start date of the program, but no later than during the individual's first 5 days of employment with the campus program.

SMU has partnered with the Dallas Child Advocacy Center to provide this free, online training. Instructions for training and certification:

- SMU Human Resources and Risk Management have created a website outlining the training requirements. Please visit this [website](#) to link to the training module and view instructions and important information.
- Once the training is completed for all of your staff, complete and print the attached form – Department of State Health Services Form – and send to:

SMU Department of Human Resources
Program for the Protection of Minors
PO Box 750232, Dallas, TX 75275

Record keeping requirements:

- The Department of Human Resources and the Office of Risk Management will forward documentation to the State of Texas.
- Please keep copies of the completion certificates on file in your department.
- Recertification is required every 2 years.

If you have any questions, please contact:

Department of Human Resources
214-768-3311
hradmin@smu.edu

OR

Office of Risk Management
214-768-2807
loliver@smu.edu

Thank you for your commitment to support a safe University campus,

A handwritten signature in cursive script that reads "Anita C. Ingram".

Anita C. Ingram, ARM, MBA, MTS
Associate Vice President and Chief Risk Officer
Southern Methodist University

A handwritten signature in cursive script that reads "Jeff Strese".

Jeff Strese
Executive Director of Human Resources
Southern Methodist University