

# Authorized Adults of a BC Sponsored Program:



Thank you for your demonstrated commitment to providing a safe environment for minors on the Boston College campus and registering to be an Authorized Adult in a BC sponsored program.

***Please note: No person may serve as an Authorized Adult until he or she has completed the online self-disclosure form, the online training program, and a Criminal and Sexual Offender Record background check.***

Below are instructions that you will need to follow in order to meet the requirements of the Protection of Minors on Campus Policy and act as an Authorized Adult.

**Sign up on the BC database, creating a profile for University tracking. [Click here](#)**

**Please click on the following link to go to the [CSI Splash Page](#) to complete the following steps:**

1. Download and complete the Massachusetts iCORI Authorization Form, including identity verification which can be completed in one of the following ways:
  - a. Take the form to your Program Administrator, then scan a copy into your computer so that you will be able to upload it.
  - b. Have the form notarized, then scan a copy into your computer so that you will be able to upload it.
- Please note that you will need to provide a government issued photo ID for all options listed above.**
2. Return the completed iCORI Acknowledgment Form to your Program Administrator at Boston College
3. Complete the VIRTUS Online Training by watching the training video (35 minutes)
4. Follow the link on the splash page to complete the following:
  - a. The online application portion of the background investigation process
  - b. Three self-disclosure questions
  - c. Three questions relating to the VIRTUS Online Training

It will take approximately 45 to 60 minutes to complete the online video training and CORI/SORI background check forms. Please note that the online portion of the background application process cannot be saved, and must be completed in one sitting. Should you experience technical difficulties with the links provided above, please do not hesitate to contact your Program Administrator or Creative Services, Inc. who are administering this process on Boston College's behalf. Creative Services, Inc. can be reached at (800) 227-0002 or [clientservices@creativeservices.com](mailto:clientservices@creativeservices.com).

Thank you again for your commitment to the protection of minors on the BC campus.

## **Policy Compliance Checklist**

\_\_\_ Personal Information Disclosure

\_\_\_ VIRTUS Online Video Training

\_\_\_ Online iCORI/SORI Background

\_\_\_ CORI Acknowledgment Form