

Guidance to Summer Sessions Unit and Departments for Summer Teaching Assistant (TA and AI) Hiring:

- Employees (including faculty members and other academic personnel) and administrators whose duties bring them into contact with children on a regular basis, or who supervise others with such duties, are Mandated Reporters of child abuse and child neglect. ([See UC Policy Reporting Child Abuse and Neglect Reporting UC Policy, VII.2.](#))
- Teaching Assistants that have duties that bring them into contact with students under the age of 18 on a regular basis must sign the CANRA certification form. ([See UC Policy Reporting Child Abuse and Neglect Reporting UC Policy, VII.6.](#))
- To illustrate, a criminal background check is required when a position has been designated as “critical” under PPSM 21 (Selection and Appointment). The policy explains that candidates hired into critical positions hold sensitive administrative, programmatic, or managerial responsibilities that could result in human, financial, or property loss, or otherwise pose significant risk to the University. UCLA Procedure 21 further notes that critical positions may include roles with “direct responsibility for the care, safety, and security of humans”
 - If a course has high youth enrollment or is marketed and designed for youth, and the TA interacts frequently with minors, the position is more likely to be classified as critical because it involves direct interaction with and responsibility for minors. A Summer Teaching Assistant candidate for such a course **must** complete a live scan at UCPD or another designated live scan agency, and clear their criminal background check **prior to commencing work for the University**.
 - At the conclusion of the TA summer appointment, the department is responsible for contacting UCLA Police Department or the agency where the TA submitted their live scan, to terminate the live scan.
- The Summer Session TA Written Notice of Appointment will contain information regarding the requirement for a live scan in the “CANRA – Background Check Info for Written Notice of Appointment” section, as referenced below.
- **If the live scan/background check is not satisfactory, then the offer of employment will be rescinded.**
 - A conviction history that includes a crime related to the position, i.e. crimes involving a minor, does not necessarily preclude individuals from employment. The University conducts an individualized assessment to determine the nature and gravity of the offense, time passed since offense/conduct and/or completion of the sentence, the nature of the job being sought, and other relevant factors such as whether the position requires working with or around minors. The University may need to consult with other central units, such as Compliance and Risk.

Live Scan Information Added to the Summer Session Teaching Assistant (TA, AI, TF) Written Notice of Appointment:

CANRA California Mandated Reporter Training

Due to the nature of this position, this offer is contingent upon the successful completion of the CANRA California Mandated Reporter Training by [date].

You will have access to the CANRA California Mandated Reporter training via UC Learning Center on your start date: [date].

Instructions: Please click on the [Click here to start >>](#) link. In the main search bar at the top of the page, enter “CANRA California Mandated Reporter” and complete the required training.

After you have successfully completed the CANRA California Mandated Reporter training, please send a confirmation email to [name and email].

Background/fingerprint/live scan

Due to the nature of this position, this offer is contingent upon completion of a satisfactory background/fingerprint investigation by [date].

Please schedule a background/fingerprint/live scan appointment using the following UCLA Police Department link: <https://police.ucla.edu/services/records-unit/fingerprinting>.

After you have successfully scheduled the background/fingerprint/live scan appointment, please send appointment confirmation email to [name and email]. You will be provided with the department recharge form (which serves as the form of payment) to bring with you to your appointment.

Items to take to your background/fingerprint/live scan appointment:

1. Completed Request for Live Scan Form.
2. Valid, Unexpired Government ID (Passport, Driver License, or State ID)
3. Department Recharge form (You will receive this after you have provided your background/fingerprint/live scan appointment confirmation to [name])

Please contact [name and email of point person] if you have any questions regarding your appointment.