



**INSTRUCTIONS FOR
State of Maryland Child Protective Services (CPS) Program
Background Clearance Request**
(Updated 5/15/2025)

As a Maryland youth camp employee or volunteer, you are required by the State of Maryland to submit a CPS background check clearance form:

1. Go to mydhrbenefits.dhr.state.md.us and create a myMDTHINK account
2. A link to activate the account will be sent to your email.
3. Log in to myMDTHINK.
4. You will be directed to **myMDThink Landing Page**. Click on “Services” and “Organization Employee Clearance.”
5. Scroll down to “**Start a New Application**” and select “**Organization Employee Clearance**”
6. **Part I Section A** – Do not make any selections

Section B, check “**Youth Camp Worker/Volunteer.**”

Select the following from the drop downs:

County: **Montgomery**

City: **Rockville**

Agency: **Kayitz Camp Programming at Temple Beth Ami**

8. Complete the rest of the application.
9. Click “SAVE” to submit the application.
10. **Save and print your completed application. Do not sign it.** Once your application has been submitted, you may not make changes. In the event that you entered incorrect information, you will need to resubmit a new application.
11. **Have your printed application notarized.** Please note that if the volunteer/staff member is under the age of 16, a parent/guardian must be the one to sign it with the notary.
12. Scan your notarized application and upload it on the [Kayitz Staff Forms](#) page.
13. **You must hand in the original notarized application at the Kayitz Open House or on the first day of camp. We must have the original for our records.**