INSTRUCTIONS FOR
State of Maryland Child Protective Services (CPS) Program
Background Clearance Request
(Updated 4/1/23)

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

1. **Create a myDHR user account** by visiting **mydhrbenefits.dhr.state.md.us**

2. Check your email for an authorization code that you'll need in order to log in.

3. Log in to myDHR and enter your authorization code.

4. You will be directed to **myMDThink Landing Page**. Select "Organization Employee Clearance."

5. Scroll down to **"Start a New Application" and select "Organization Employee Clearance"**

6. <u>For Part I</u> <u>Section B</u>, under "Release to an Agency/Individual Related To," check the box indicating that you are applying for "**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 entirety of the application

9. **Click "SAVE" to submit the application.** Once your application has been submitted, you may not make changes. In the event that you entered incorrect information, you will need to complete and resubmit a new application.

10. Save and print your completed application.

11. **Have your completed application notarized**.

12. Scan your notarized application and upload it on the Kayitz Staff Forms page.

13**. You must bring the original notarized application with you on the first day of camp. We <u>must</u> have the <u>original</u> for our records.**