



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LEGAL AND REGULATORY SERVICES
CHILD CARE LICENSING UNIT

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www.dhhs.nh.gov

**Overview of Youth Skill Camp Certification
of Criminal Background Checks**

The New Hampshire Department of Health and Human Services (NHDHHS) oversees the criminal background check requirement established for youth skill camps. This program is not a licensing program. It requires criminal background checks to be conducted for all personnel who may be left alone with children.

A "youth skill camp" is a non-profit or for profit program with a specific curriculum that has been developed by individuals knowledgeable and experienced in the field to impart a specific skill in a logical progression of increasing difficulty over a period of 3 or more consecutive days. The skill is taught by at least one instructor who is knowledgeable and experienced in the skill being imparted. Skills include the teaching of sports, the arts, and scientific inquiry.

The statutes and rules pertaining to Youth Skills Camps and a list of certified camps will be posted online at: <https://www.dhhs.nh.gov/oos/cclu/ycp/skills.htm>. If you are looking for a specific program and it is not listed please contact our office and we confirm the program has submitted their certification.

The camp owner or operator must develop a background check policy in accordance with He-C 4004, to ensure that no camp staff member has a criminal conviction for any offenses for causing or threatening direct physical injury to any individual or causing or threatening harm of any nature to any child. The background check policy must require all camp staff who might be left alone with a child or children to be subject to an annual background check prior to being left alone with a child or children, and prohibit any staff member who has not been subject to the required background check from working directly with any youth unless a staff member for whom the background check has been completed is also present. The camp's background check policy must be reviewed and updated annually. The camp must provide the policy to NHDHHS make it available to the public upon request, and post the policy to any camp websites and camp social media.

The camp operator must also review any references, employment history, and volunteer history submitted by or for each camp staff member to determine whether to allow each individual to work directly with youths at the camp.

The camp operator must maintain an up-to-date listing of all camp staff in a position to be left with children, together with the status of their background check.

The camp must submit a completed certification form, background check police (on a separate page), and \$25 fee to NHDHHS prior to any youth arriving at the camp in each calendar year the camp operates. The form is available at: <https://www.dhhs.nh.gov/oos/cclu/ycp/skills.htm>. The certification period runs annually from January 1 to December 31.

Submit to:
Youth Skill Camp Program
NHDHHS - CCLU
129 Pleasant Street
Concord, NH 03301

Make checks payable to: Treasurer, State of NH

If you have any questions, please contact the Youth Camp Program at youthcampprograms@dhhs.nh.us or 603-271-9005.