

UNIVERSITY of  
**HOUSTON**

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STUDENT AFFAIRS & ENROLLMENT SERVICES  
Campus Recreation

To: Paige Sikkema, Owner, NOCH Swimming  
From: Rachel O'Mara, Associate Director of Operations, Department of Campus Recreation  
CC: Kim Clark, Director, Department of Campus Recreation  
Date: May 24, 2018  
Re: Campus Programs for Minors Requirement and Process

Thank you for booking the GULF Swimming Senior Champs at the University of Houston Campus Recreation and Wellness Center Natatorium on July 20-22<sup>nd</sup>. As part of the rental process, all events lasting two days or longer must also comply with the Texas Education Code 51.976 and University of Houston Campus Programs for Minors. The USA Swimming SafeSport training is no longer approved by the State of Texas, and therefore all adults (18 years or older) who are working or volunteering for the meet in any capacity need to meet the requirements and have completed an approved training. Additional information regarding this policy as well as other approved training courses can be found at <http://www.uh.edu/dos/resources/cpfm/>.

Due to USA Swimming's SafeSport training no longer being approved by the State of Texas, the University of Houston is allowing coaches and volunteers to sign up and take the Child Protection Training course provided by UH at no cost. Taking our University of Houston course is not a requirement as there are additional options through other organizations that may or may not have a fee associated with them available on the list with additional approved trainings; however, everyone must have completed the requirement. To begin the process to have access to the University of Houston system to complete the online training, the following steps below must be followed.

- Complete an ePOI form with unique identifier (either Driver's License with Country and State of issue or SSN) and send to [nlara2@central.uh.edu](mailto:nlara2@central.uh.edu)
- In 5-7 business days after submission, look in your email for emails from UH with the following information
  - Cougarnet (usually your first letter of first name and last name)
  - PeopleSoft (numbers)
  - Temporary Password
- Log in to TAP <https://login.tap.uh.edu/login.php> using your Cougarnet and temporary password. There will be two icons available to you; PEAR and TAP. Please click the TAP icon and the Child Protection Training should be loaded in there to complete.
  - Once completed, individuals should send a screen shot of their completion to you, (Paige) to add to your list.

- If you do not receive the information above in email, please do the following:
  - Contact [nlara2@central.uh.edu](mailto:nlara2@central.uh.edu) if you do not have your CougarNet and PeopleSoft.
  - You can use your CougarNet to complete the password wizard if you did not receive a temporary password, and it will send a new auto generated password sent to your email. You will need your PeopleSoft ID number to do this. The link for the password wizard is <https://ssl.uh.edu/cougarnet-wizard/#/>
  - If you have issues with the password wizard, please call the UIT help desk at 713-743-1411. If you do, please ask for one of the following individuals: Ivey Davis, Amy Ma, Maricela Rodriguez, Gloria Reed or Rafael Arroyo.