Rotary District 7390 | rotary youth exchange

Steps to Become a Vetted Youth Exchange Host Family

You will need to complete the following to be a fully vetted Youth Exchange Host Family:

1. Complete the Youth Exchange Host Family Application (update every 365 days)
2. ESSEX Criminal Background Check (update every 365 days)
3. NAYEN – US Host Family Orientation On-Line Training (update every 365 days)
4. NAYEN – Youth Protection Awareness (Valid for 545 days)
5. PA Child Abuse History Clearance (Valid for 5 years)
6. PA State Police Clearance (Valid for 5 years)
7. FBI Fingerprinting or waiver (Valid for 5 years)

Complete the Youth Exchange Host Family Application: https://yehub.net/cgi-bin/ESX_get.cgi?pgid=aphf1. You will need to list 3 personal references in the application. Please contact your references and let them know they will receive an email from ESSEX with the subject line "Rotary request for a personal reference". This email is not spam. The email will contain a link to complete the reference form.

After you complete the Application, you will receive a message from ESSEX (Eastern State Student Exchange) thanking you for the application. This email will contain a link to complete the ESSEX Criminal Background Check. The ESSEX criminal background check MUST be completed for every family member living in the home that is over 18 years of age.

You will receive an email from NAYEN to complete the on-line Host Family Orientation and another email from NAYEN to complete the Youth Protection Awareness Training. Every family member living in the home that is over 18 years of age will need to complete both of the trainings.

Every family member living in the home that is over 18 years of age will need to submit all 3 PA clearances. The PA Clearances are valid for 5 years. If you have them from another organization, we can accept copies.

- PA Child Abuse History Clearance - https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx.
- PA State Police Check - https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx.
- FBI fingerprinting (if you have lived in PA the past 10 years consecutively, you only need to sign the waiver form). Click here for the waiver. If you have NOT Lived in PA for the past 10 years consecutively, you MUST be fingerprinted. Find more information here.