

Registration Instructions Adventist Child Protection

The Central States Conference follows the North American Division policies and guidelines for child protection training and requires a formal background check for all employees as well as for its Pathfinder and Adventurer leaders, counselors, church leaders and other adult volunteers who regularly work with children.

To complete training and a background check, please do the following:

- 1. Go to Sterling Volunteers: <u>https://www.ncsrisk.org/adventist/index.cfm?</u> and click the "First-Time Registrant" button
- 2. Select the state in which your Conference, Program or church is located from the drop-down list.



3. Select your Conference, Program or University from the drop-down list. (There are 2 options, so choose Central States Conference.)



4. You will be asked, "Have you previously registered with Adventist Screening Verification?



Have you previously registered with Adventist Screening Verification?

If you have previously registered, you will receive this message:



If you have not previously registered, it will take you to the next step.

5. Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.



- 6. Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost.)
- 7. Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes" and then select the location.



- 8. Select your role(s) within the organization (multiple may be selected).
- 9. Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.



- 10. Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).
- 11. Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process (Note: the background check will only take 5-10 minutes).



12. Confirm the information is correct and click submit.

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13. Once the background check has been successfully processed you will be notified via email.

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Hello,							
Seventh Day Adventist Church - HR Programming recently placed a Sterling Volunteers background check order on your behalf. Good news - your background check is now complete, however it still must be reviewed by the organization prior to volunteering.							
Did you know that you can join the Sterling Volunteers community (for free) and view your own background check?							
You can also share it with other organizations with which you are interested in volunteering.							
Interested? Click the link below to create your account - all it takes is creating a username and password!							
https://app.sterlingvolunteers.com/Venfty7id=QEDQPIKBQBQJGAPDGF0							
The Advocates Customer Care Team Questions? We're here to help: https://app.sterlingvolunteers.com/en/MainsHome/support							
"Please refer to the Sterling Volunteers Terms and Conditions for rules and guidelines of the sharing program.							
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Question? Please contact us at 1-855-326-1860 (toll free).