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: https://www.ncsrisk.org/adventist/index.cfm? 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.)
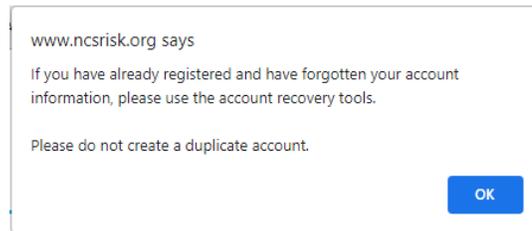

4. You will be asked, "Have you previously registered with Adventist Screening Verification?

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

> **www.ncsrisk.org says**
>
> If you have already registered and have forgotten your account information, please use the account recovery tools.
>
> Please do not create a duplicate account.
>
> **OK**
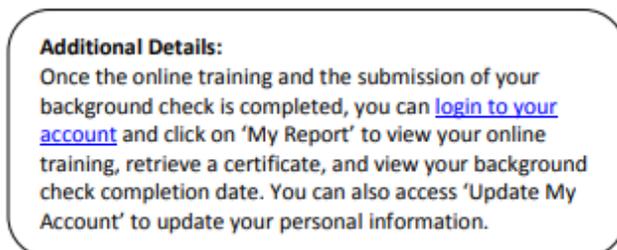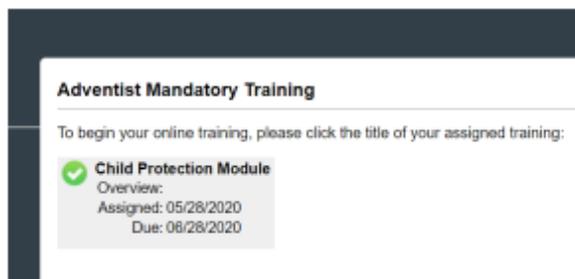
If you have not previously registered, it will take you to the next step.

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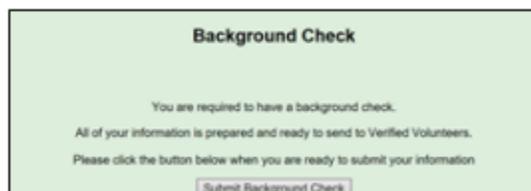
Sterling
Volunteers

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.

Sterling
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Please select the primary location where you work or volunteer.

Location: - Please select -

Continue

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.

Adventist Mandatory Training

To begin your online training, please click the title of your assigned training:

✅ **Child Protection Module**
Overview:
Assigned: 05/28/2020
Due: 06/28/2020

Additional Details:
Once the online training and the submission of your background check is completed, you can login to your account and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

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).

Background Check

You are required to have a background check.

All of your information is prepared and ready to send to Verified Volunteers.

Please click the button below when you are ready to submit your information.

Submit Background Check

12. Confirm the information is correct and click submit.

13. Once the background check has been successfully processed you will be notified via email.
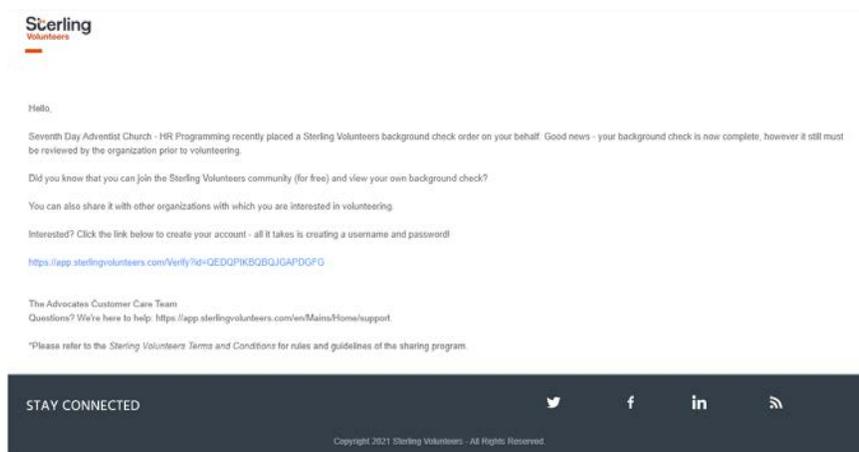
Question? Please contact us at 1-855-326-1860 (toll free).