Background Screening Instructions

1. **Go to:** **www.ncsrisk.org/adventist**

2. **Select the "First-Time Registrant" button**

3. **Under the "Select Your State" select:**
   ➢ *Ohio*

4. **Under the "Select Your Conference" select:**
   ➢ *Ohio Conference*

5. **Create User ID & Password:**
   ➢ *Use something you can easily remember. It's recommended to use your email address for your username*

6. **Provide the information requested on the screen** (do not click the back button or your registration will be lost)

7. **Select Primary Location where you work or volunteer**
   ➢ *Spring Valley Academy* (click continue)
      (If you also volunteer at another location, such as your church, click 'Yes" on the next screen and select the location)

8. **Select Roles that you do at all locations (check all that apply)**
   If you plan to drive at all (ever) for Spring Valley Academy (sports, field trips, etc.), please make sure you check *driver (volunteer)* as well as *parent volunteer* as the roles that you are 'applying' for.

9. **Complete the Required Course:** *Child Protection Module*
   This course is a 30-35 minute video to watch and then there will be 10 scenario questions afterwards to answer. If you are not able to complete the course in one sitting, you may logout and come back to it later (when you log back in, it will pick up where you left off). You will receive a Certificate of Completion after you have completed this. If it assigns you the *Blood Bourne Pathogens* module as well, please notify the front office if you don't want to do that (it's only a 15 min video). As a volunteer that's not a required course and it's not supposed to assign that to volunteers, but it has assigned it to a few volunteers and won't let you progress to the background check if you don't complete it. But we can remove it from your profile if it does.

What's Next?
   ✓ Upon completion of the online training, you will be instructed to complete your background check. Please complete the steps within the background check process.

After you've completed all these steps, the office will be notified by Sterling Volunteers. If you have any questions or problems with any of these steps, please call the school office (937-433-0790).

Driving Requirements for SVA:

If you plan on driving students (other than your own) for any school event(s) there is additional information that we require from you:

1. A copy of your driver's license
2. Volunteer/Driver Application form – This form can be found either in the front office on the wall behind the door, or on the school website: Look for the 'Parent Info' tab, select the 'Transportation' heading. Scroll down to bottom of the page and there is a PDF file you can download and fill out to turn into office.
3. A copy of your 'Insurance Declarations page'. (This is *NOT* your insurance card.) This is the paper(s) that came with your insurance card from your insurance company. It should list: Drivers on policy, vehicles covered, liability limits (NAD requires a minimum of $100K/$300K of coverage), and policy effective dates. If you don't have declarations available, you will need to call your insurance agent and see if they can get it for you (they could fax it to 937-433-0914, or email it to us, if that's eaiser). If you have an online acct, you'll need to find this info and print it out.