

STERLING VOLUNTEER INSTRUCTIONS

Background check

First time registration

Pre-registration: As part of the background screening process, four (4) character references, are required. A pastoral reference should be one of these. Full legal names and email addresses are required for each reference. Relatives will be disqualified. Please, contact Joyce Moore with the names and emails of your references.

joyce.moore@wc.npuc.org

Step 1: Go to <https://www.nadadventist.org/asv> and click on the first-time registrant button.

Step 2: Select the state where your program is located and then select Washington Conference.

Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.

Step 4: Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

Step 5: 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.

ADVENTIST SCREENING VERIFICATION

HOME

Why a Background Check?

"Church should be a safe place to bring our children. Everyone involved in work with children and youth should be screened according to the Church and legal standards and requirements" (*Church Manual*, Edition 18, pp. 168-169).

Who Has to do It?

As part of this effort, those over 18 who are voted to serve within our churches or organizations, those who are involved in the church and working with children and youth, are asked to complete a criminal background check and training through *Sterling Volunteers*. This should be completed every three years.

For help with registration, passwords, usernames, background checks and website questions please contact your local church or call the Helpdesk Email Form, or call 1-855-326-1860.

LOGIN FOR EXISTING ACCOUNTS

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

Sterling
Volunteers

Please select the State in which your Conference, Program or University is located

WA - Washington

Select and Continue

If you need assistance, please contact your Adventist program for further direction.

STERLING VOLUNTEER INSTRUCTIONS Cont...

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First time registration cont.

Step 6: Select your **role(s)** within the organization (multiple may be selected).

Step 7: Click on the **green circle** to begin the online training.

Step 8: Please, read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to **begin the online training** (Note: There are two trainings that might last up to 1 hour all together).

Step 9: Upon completion of your online training, you will be instructed to **complete your background check**. Please **MAKE SURE** to complete **ALL** the steps within the background check process (Note: The background check will only take 5-10 minutes).

Step 10: Review and complete the consent terms and mark the boxes to **agree**. Enter your First and Last Name as it appears on your legal document and enter your SSN or mark the box that says, "No SSN" .

Step 11: Confirm the information is correct and **DON'T FORGET TO CLICK** the "**Submit Background Check**" button at the end.

STERLING VOLUNTEER INSTRUCTIONS

How to retrieve your verification date



You can also update your personal information

[Update My Account](#) | [Logout](#)

Training

Training

[Online Training Courses](#)

[Training Report](#)

[Message Center](#)

[My Report](#)

[Share My Report](#)

Verification Date

Your Name

Washington Conference

My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Status	Results
05/14/2023	L2 VV-EMP		REGISTRATION	Adjudicated	Eligible
07/03/2023	MVR VV-EMP		Administrator	Complete	Eligible

TRAINING

Module	Assigned	Started	Completed
Sexual Harassment Prevention Online Training Module 1.0	05/13/23	05/14/23	05/14/23

Once the online training and the submission of your background check is completed (after completing up to Step 11), 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/verification date needed for YMMS.

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Driving authorization

In addition to the Sterling Volunteers verification (2 Training Modules and Background Check = eligible), volunteer drivers must submit the Driving Records Release of Interest form and the copy of the drivers' license.

Please, start the process by contacting Joyce Moore with a list of your staff that will need driver authorization to: joyce.moore@wc.npuc.org.

