

[Click here](#) for a detailed video on the registration process.

All Volunteers & Employees must complete the Child Protection Training and Screening before beginning their duties.

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

Step 2: Select the State and Conference where you work or volunteer (FL-Florida, Florida Conference).

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



If you previously registered and already have a user ID and password, please skip to step 8 and do not create another account.

If you registered under a different conference in the past, please contact Sterling Volunteers support to have your account transferred to Florida Conference: 855-326-1860 option 3.

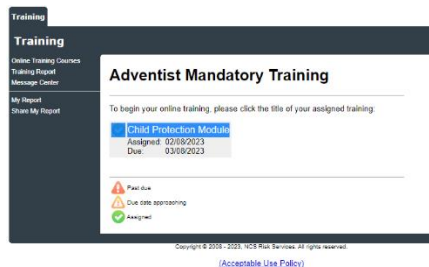
Step 4: Please provide the information requested on the screen. Please be sure to use your full legal name as this must match your background check information in Step 10, otherwise, there will be an error when submitting your background check approval. (Note: Do not click the back button or your registration will be lost).

Step 5: Select your primary location where you work or volunteer and click continue. This should be your local church or school. If you have more than one location that you volunteer or work for, you may select that after Step 6 is completed.

Step 6: Select your role(s) within the organization (multiple may be selected, but only one is needed and recommended).

Step 7: Please select **NO** to the question asking if you have attended a Child Protection Training Live Session, Florida Conference does not offer this.

Step 8: Click on the Child Protection Module beside the green circle to begin the online training. Please note that this training is not compatible with cell phones and that using a desktop or laptop is recommended. Upon completion, the last screen will allow you to print a certificate.



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.

Step 9: Please read the instructions regarding the details of the online training and then begin the video.

(Note: Training can take up to one hour).

Registration Instructions Adventist Child Protection Screening

[Click here](#) for a detailed video on the registration process.

Step 10: Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process. The name for your background check must be your full legal name and must match the name registered with your Sterling Volunteers account. (Note: The background check will only take 5-10 minutes).



Step 11: If you are a volunteer, you will be directed to complete the Sterling Volunteers Background Check by clicking on 'Complete the Sterling Volunteers Background Check'. Sterling Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home zip code, and date of birth. You will then be redirected to the Sterling Volunteers platform to confirm the details required for the background check.

Additional Background Check Information:

- Enter your full LEGAL name – Not an alias or nick name
- You will be giving consent to run the background check on Step 3.
- The Fair Credit Reporting Act governs all background checks – We are NOT checking your credit report. Use of the word “credit” references the law. You can print a copy of that consent form.

Step 12: Review and complete the consent form.

Step 13: Confirm the information is correct and click submit.

Completion of Child Protection Training and Screening **will not** affect citizenship status in the United States.