



Collegedale Academy Volunteer Screening Instructions

Collegedale Academy is concerned about the safety of our volunteers, our staff, and, most importantly, our students. To reduce these risks, prospective volunteers must undergo a background screening via Sterling Volunteers, a third-party consumer reporting agency that performs Fair Credit Reporting Act (FCRA) background checks. The FCRA is the primary federal law regulating employment background checks. The background checks conducted at CA do not include credit reporting.

Complete the Online Screening at Adventist Screening Verification

Note: It is simplest to go to www.collegedaleacademy.com under **Forms and Resources** scroll down look for **Sterling Training**. There you will find all of the information below, and a link to the online course.

1. Go to www.ncsrisk.org/adventist to access the “Adventist Screening Verification” online training course.
2. Select: **First-Time Registrant** (Login if you have an account).
3. Scroll down and select: **TN-Tennessee**
4. Scroll down and select: **Georgia-Cumberland Conference**
5. Create User ID and Password
6. Please read the instructions regarding the details of the online training and then proceed. Select **Click Here to Start** to begin the online training
Note: Training can take up to one hour.
7. 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.

Complete the 'CA Parent Volunteer Information' and 'Code of Conduct' Forms and return to the office.

These can be found at our website: www.collegedaleacademy.com under **Forms and Resources** scroll down and look for **CA Volunteer Information Form**.

If you plan to be a volunteer driver you will also need to:

1. Complete the **Driver Questionnaire** Form also found on our website: www.collegedaleacademy.com under 'Forms and Resources' scroll down and under the 'Middle' section look for 'Driver Questionnaire'.
2. Bring your driver's license and car insurance information to the appropriate CA Front Office for verification with your completed questionnaire.

(Forms are also available at all CA Front Offices)