

# 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

1. Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) to access the “Adventist Screening Verification” online training course. You can also access the link on our website [www.collegedaleacademy.com](http://www.collegedaleacademy.com) under **Forms and Resources** scroll down look for **Volunteer Training tab**.
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. 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.

## ALREADY COMPLETED THIS FOR ANOTHER SDA CONFERENCE OR ORGANIZATION?

1. Login to your account
2. **Update your account (top right)**
3. Add Collegedale Academy – Elementary.

If you need assistance call 1-855-326-1860. Choose option 1, and our school code is 6548

Over



## COMPLETE THE 'CA PARENT VOLUNTEER INFORMATION' AND 'CODE OF CONDUCT' FORMS AND RETURN TO THE OFFICE.

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

## PLANNING TO BE A VOLUNTEER DRIVER FOR A FIELD TRIP?

1. Complete the **Code of Conduct DRIVER Form** found on our website.
2. Bring your driver's license and car insurance information to the appropriate CA Front Office for verification with your completed questionnaire.



[www.collegedaleacademy.com](http://www.collegedaleacademy.com)