



RENEWAL

SEVENTH-DAY
ADVENTIST®
CHURCH

*Wisconsin Conference
Headquarters*

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Dear Employee/Volunteer,

You are receiving this letter because you are an employee or volunteer in Wisconsin Conference working regularly with children or in an elected position of your church. We truly thank you for your willingness to serve.

If you are 18 years of age and older, it is North American Division church policy that you complete child protection training and a background check. If you are under 18 years of age, you will complete the child protection training only and no background check. The company that provides this service is Sterling Volunteers.

Below are the instructions that will walk you through the steps for renewing the child protection training and background check screening. It is very important that you do not use Internet Explorer as your browser – it will not work. Use Google Chrome or Firefox.

1. Go to NCS Risk website by clicking on <http://www.ncsrisk.org/adventist/>
2. If you need to complete in Spanish, click on the “Español: Acceso O Inscripción” box
3. In the Login for Existing Accounts box, enter the Username and Password you set up previously. If you don’t remember or have them, click on “Need Login Information?” and follow the prompts to re-set them. Do not set up a second account.
4. Update information on the General and Contact tabs as needed, including new Location or Roles as applicable. If changes are made, click “Save”
5. Go to the Training page and complete the assigned training. This is to be done before you proceed with the background check.
6. Once training has been completed, you will then be routed to the Background Check which will ask for your consent by checking all the boxes and entering your information in order to submit your background check order. Click Submit.

If you have any questions or problems with completing this, please feel free to contact me at the email listed below. God bless as you serve Him.

Sandy Berg

Administrative Assistant
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