



## NEW REGISTRANT

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 completing 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 Inscricion” box
3. Click on FIRST TIME REGISTRANT
4. Be sure to write down your Username and Password for future reference
5. Select your “Union” and continue
6. Select your “Conference” and continue
7. After selecting the conference, you will be routed to the Registration Screen
8. Enter your full legal name
9. Fill out the necessary information including Location
10. Select your Role(s) – you must have at least one. Click “Save”
11. You will be routed to the Training page. This should be completed first before you proceed to the background check.
12. Once the training is completed, you will then complete the Background Check (if 18 and over) which will ask for your consent by checking all the boxes and entering your information. Click Submit.

If you have any questions, please feel free to contact me at my email shown below. God bless as you serve Him.

*Sandy Berg*

*Administrative Assistant*  
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