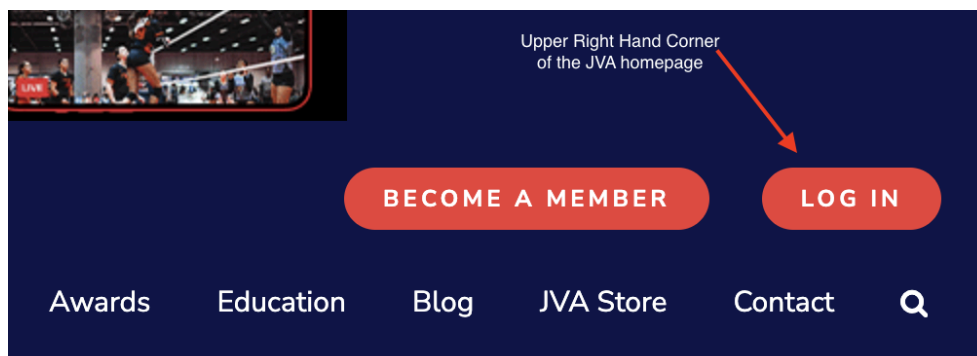


Background Screen Process

1. Users must complete the JVA background screen form, found on the JVA website, under Membership.
 - o <https://jvavolleyball.org/background-screen-form/>
 - o Note - If a user is AAU screened, they do not need to complete a JVA background screen.
2. Completing the JVA background screen form will trigger two emails to be sent to the user:
 - o One email from NCSI with instructions for completing the background screen.
 - o One email from Abuse Prevention Systems (APS) with instructions for completing the Abuse & Prevention Training
 - o Note: Users MUST follow the instructions on each email. Completing the JVA online form is the first step in the process and only triggers the emails to be sent.

Viewing your coaches background screen status'

Step 1: Log into your JVA membership



Step 2: On your membership home page, under Club Name, click “View Club Details”

My Memberships

Level	Billing	Auto Renewal Date
Club Director Renew Change Cancel	\$130 - Club Director Membership is the minimum required to be a JVA Member Club. Club Directors receive JVA and AVCA member benefits.	—

[View all Membership Options](#)

My Account

[Redacted]
[Redacted]
[Redacted]

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Club Name

Junior Volleyball Association

[View Club Details](#)

Click on “View Club Details”

Step 3: On the Club Details page, scroll down to “Background Screens & APS Training Status”. Expired background screens are filtered out - you will only see screens that may be used for the upcoming season, if they are cleared. Use the “Export All Entries” button to download a CSV of the entries.

Background Screens & APS Training Status

EXPORT ALL ENTRIES

Filter Entry View

Search Entries:

Filter by Submitted Date Range

Start date

End date

SEARCH

Displaying 1 - 25 of 25

▲ Date Started	◆ Name	◆ Email	◆ NCSI Result	◆ APS Status	◆ APS Result
August 20, 2024	[REDACTED]	[REDACTED]	Pending	Requested	Requested
July 11, 2024	[REDACTED]	[REDACTED]	(NCSI) Clear	Score: 96	ministrysafe.com
May 20, 2024	[REDACTED]	[REDACTED]	Requested	Score: 100	ministrysafe.com

- **NCSI Result (Background Screen)**
 - **Requested:** user completed the JVA background screen form on our website but did not pay for or complete the screen with NCSI
 - **Pending** can mean one of two things:
 - The user paid for and completed the NCSI screen but it has not yet cleared.
 - The user's screen was canceled because it wasn't completed in the allotted time. (if the date is more than a few months ago, this is the case.)
 - **(NCSI) Clear:** background screen has cleared
- **APS Status (Abuse and Prevention Training)**
 - Requested: user completed the JVA background screen form on our website but never completed the APS training
 - Score: xx : user took the training and this shows the APS score
 - APS Result: will just show the ministrysafe website link
- Once the NCSI and APS status are both cleared/scored, coaches will be verified in AES and TM2Sign within 24 hours of completion.
- If you are trying to add a coach to a roster, please verify that they have completed the NCSI background screen and APS before reaching out to the JVA.