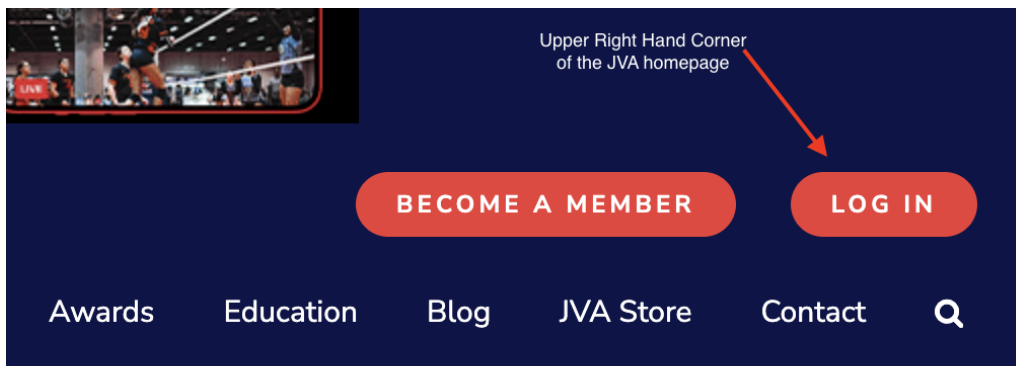


## JVA Background Screen Process

1. Users must complete the JVA background screen form, found on the JVA website, under Membership.
  - o <https://jvavolleyball.org/background-screen-form/> (they complete this ONCE - completing this form multiple times only created multiple emails to be sent to them and multiple links to be populated)
  - o Note - If a user is AAU screened, they do not need to complete a JVA background screen. Club Directors need to do an [AAU import](#) in AES to verify their AAU screened coaches.
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 <a href="#">Renew</a>   <a href="#">Change</a>   <a href="#">Cancel</a>	\$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 of your club view!** Club Directors will only see screens that are valid for the upcoming season. Use the "Export All Entries" button to download a CSV of the entries.

### 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 from the link provided in the email.

▲ Date Started	◆ Name	◆ Email	◆ NCSI Result	◆ APS Status	◆ APS Result
January 30, 2026	[REDACTED]	[REDACTED]	Requested	Requested	

- Pending: The user paid for and completed the NCSI screen but it has not yet cleared.

January 29, 2026	[REDACTED]	[REDACTED]	Pending	Score: 100	ministrysafe.com
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- (NCSI) Clear: background screen has cleared.

December 8, 2025	[REDACTED]	[REDACTED]	(NCSI) Clear	Score: 100	ministrysafe.com
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- Canceled: The applicants request was canceled prior to paying for or completing the screen (typically when duplicate screens were requested or the applicant is AAU screened and do not need to complete a JVA screen)

January 25, 2025	[REDACTED]	[REDACTED]	Canceled	Requested	Requested
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- (NCSI) Cancelled: applicant paid and completed screen but then requested to have it refunded and canceled before it was processed by NCSI.

January 10, 2026	[REDACTED]	[REDACTED]	(NCSI) Cancelled	Requested	
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### APS (Abuse and Prevention Training) Status and Results

- Requested: user completed the JVA background screen form on our website but never completed the APS training (result will also show "requested" or blank)

▲ Date Started	◆ Name	◆ Email	◆ NCSI Result	◆ APS Status	◆ APS Result
August 14, 2024	[REDACTED]	[REDACTED]	(NCSI) Clear	Requested	Requested

- Score: ## : APS training has been completed
- APS Result: ministrysafe.com

October 28, 2024	[REDACTED]	[REDACTED]	(NCSI) Clear	Score: 100	ministrysafe.com
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- Once the NCSI and APS status are both cleared/scored, coaches will be verified in AES within 24 hours of completion.
- Once you add a coach into AES, you need to wait for the verification process to run the following morning - it is not automatic.
- If you are having trouble adding a coach to a roster, please verify that they have completed the NCSI background screen and APS before reaching out to the JVA. If you are still having trouble after verifying they have completed everything, please email their full name and birthdate to Mandy Gruchow, [mandy.gruchow@jvavolleyball.org](mailto:mandy.gruchow@jvavolleyball.org)

#### AAU Background Screens:

1. A coach is imported and verified properly in AES if there is a green checkmark next to their AAU number.

### Memberships

#### AAU Membership



2. If there is not a green checkmark, you need to do [AAU import](#). If you continue to have issues, you need to reach out to AAU directly - we cannot help you with AAU background screen issues. [volleyball@ausports.org](mailto:volleyball@ausports.org)