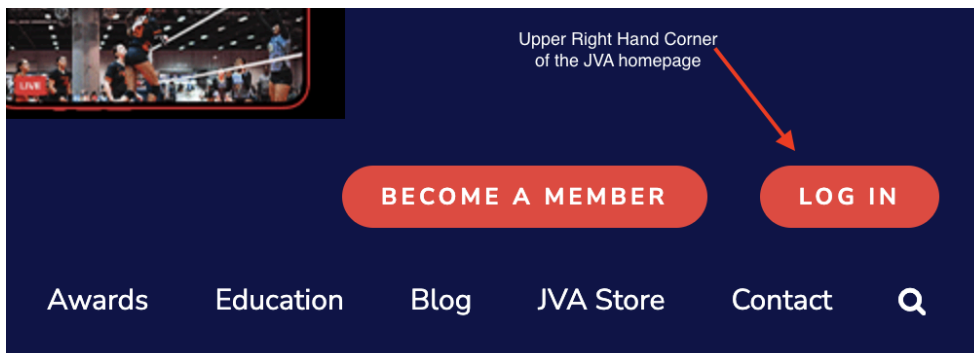


JVA Background Screen Process

1. Applicants must complete the JVA background screen form, found on the JVA website:
 - o <https://jvavolleyball.org/background-screen-form/>
2. Applicants will also receive an email from ANKORED to set up an account.
 - o Ankored is the secure platform that houses applicants' requirements.
 - o Once applicants set up their Ankored account, they will find the NCSI Background Screen and Trusted Coach training course under the "Requirements" tab.
 - o Applicants must complete BOTH in order to be compliant and verified on a JVA roster.
 - o JVA Member Club Directors can login to their JVA club page to find applicant results.
 - o Background screens and training are valid for one year from completion date.
3. Note that JVA is honoring past screens that were valid for two years. Any expired screens are filtered out and not viewable by club directors.

Viewing your coaches background screen status'

Step 1: Login to 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

██████████
██
██

[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 & Training Status".

****Expired background screens are filtered out of your club view!** Club Directors will only see screens that are cleared for the upcoming season. Use the "Export All Entries" button to download a CSV of the entries.

Background Screen Status

- Requested: Applicant completed the JVA background screen form, but has not set up their Ankored account to complete their background screen.
- Incomplete: Applicant set up their Ankored account, but has not paid for and/or completed the background check.
- Waiting on Applicant: Applicant has paid for and started the background screen, but has not submitted it.
- Waiting on Provider: Background screen has been paid for and submitted, but has not yet cleared. ***The old status of "Pending" is also valid here.*
- Pending Review: Background screen is completed, but has been flagged for review.
- (NCSI) Clear: Applicant has passed the background screen.
- (Client) Declined: Applicant did not pass background screen.

Trusted Coach Training Course Status

- Requested: Applicant completed the JVA background screen form, but has not set up their Ankored account in order to complete their training.
- Incomplete: Applicant has not started the training.
- In Progress: Applicant started the training, but has not completed it.
- Completed: Applicant completed the training. ***The old status of "Score: XX" is also valid here.*

Once the background screen and training status are both cleared/completed, 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 Trusted Coach training course 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