Due to our strong commitment to the safety of the children in our schools and churches, the Potomac Conference Corporation requests a full background check be performed.

To get started, please follow the steps outlined below:

- Visit www.ncsrisk.org/adventist
- Select "First-Time Registrant" and follow the steps for registration
- A video for you to use has been created explaining the registration process at: https://vimeo.com/198363760

Consequently, the finalization of your employment is contingent upon the successful completion of these steps through the **Verified Volunteers (Child Protection Training and Background Check Program)**. Please feel free to contact us if you have any questions or concerns in regards to this requirement.

Please **attached** a copy of your **Certificate of Completion**

_____ _____

Employee Name Date

_____

Signature