

Oregon Conference (BIG LAKE YOUTH CAMP SUMMER EMPLOYMENT)
Criminal Background Check for Employment
& Mandatory Training

As a new employee of the Oregon Conference working at Big Lake Youth Camp, **you are required to complete a criminal background check** as a condition of your employment. Please complete this online process **BEFORE** you arrive to camp (you can start this process as soon as you receive this notice).

In addition to the background check, you will be required to watch training videos on certain topics before you are able to authorize the completion of your criminal background check. Use the following link to create an account and watch your assigned training videos, and complete the background check authorization.

https://www.ncsrisk.org/adventist/registration/reg_2.cfm?ac=15037690021&theme=0

- Create a User ID & Password, then click “Continue”
- Enter all of your information: name, address, phone, date of birth, gender, etc., then click “Continue”
- Select your work location: **DO NOT** choose your church or other entity name as your work location. **Select “OREGON CONFERENCE EMPLOYEE” as your work location.**
- In the next screen, select your work area under the “Employee Roles” section.

Employee Roles
Big Lake – Employee

- References Section: you will be asked to provide four references. We **DO NOT** need this information for employment, as it was provided on your application. You will need to put something in each field, so just fill in each field with anything, “ASDF123”, and the email field with “ASDF123@email.com”. You will need to do this four times, and then you can continue.
- Once your account is created, follow the prompts to complete your required training and associated quizzes. Complete the authorization for your criminal background check.

Time Expected to Complete

You will need to set aside some time to watch the required training videos that are assigned for your position with the Oregon Conference. **You will not be able to authorize your background check until you have watched the required trainings and completed the quiz at the end of each one.** Failure to quickly complete these trainings and background check may affect your ability to continue work.

Required Training Videos you may need to watch and complete a quiz at the end

- **Child Protection**
- **Sexual Harassment Training**
- **Bloodborne Pathogens Training**

Help Center – If you need help setting up your Sterling Volunteer account, logging in or help with your account, call the Sterling Help Center, 8:00 am to 8:00 pm EST, Monday-Friday at (855) 326-1860, choose option 3.