

**Southern New England Conference**  
**Adventist Screening Verification**  
**Level 2 or 3 Admin Designation Form**



ADVENTIST SCREENING  
VERIFICATION

Seventh-day Adventist Church  
NORTH AMERICAN DIVISION

The person named below has been approved by our facility to be a Level 2 Administrator for the Adventist Screening Verification (powered by Sterling Volunteer) background screening program. This will allow the assigned administrator the ability to see when a volunteer has started and completed the required training course and background screening for your location. It also allows them to be sure all volunteers at your facility have complied with the requirement.

The Level 2 Administrator does not have access to the background information, they will only see if the volunteer is eligible or ineligible for service once their background screening has been run. They will also have the ability to edit the addresses, phone numbers, etc. of the volunteers at your location to help keep their information current.

Your facility can also select a Level 3 Administrator, which is a review only position without the ability to edit address or phone numbers.

Please return this information to our office as soon as possible so we can get the administrator designated in the web portal.

Church/School Name: \_\_\_\_\_

**Level 2 Administrator Designation:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Level 3 Administrator Designation:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has the above been approved by the board?  Yes

\_\_\_\_\_  
Pastor/Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return to: April Montoya-González, Adventist Screening Verification Coordinator

Email: [apmontoya@sneconline.org](mailto:apmontoya@sneconline.org)

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