



MEDICAL CADETS CORP REGISTRATION PACKET 2025



[WWW.SNECYOUTH.COM](http://www.snecyouth.com)

MEDICAL CADETS CORP

REGISTRATION STEPS



1. Have your MCC complete or renew Adventist Screening Verification (formerly Verified Volunteer) if needed.
2. Complete the MCC Registration & ASV Form and submit with a copy of the Compliance Report provided by the Church's Child protection officer. Email to: gteixeira@sneconline.org.
3. Once the MCC Registration & ASV Form is verified and approved you will receive an email with:
 - a. Welcome letter
 - b. Registration Packet
 - c. Link to pay the participant registration fee of \$15.
4. Payments can be issued with a credit/debit card or a check. Checks must be received in the office prior to the registration deadline to consider the application process complete.
5. Once payment is received you will receive and email with the Certificate of Operation and the Advent Source password.

For questions regarding Medical Cadets please contact
Glorimar Teixeira

Email: gteixeira@sneconline.org.



Adventist Screening Verification

Adventist Screening Verification (ASV) is the generic name for the NAD mandated background check and online training. The company providing this service currently is Sterling Volunteers (SV), and the former name of the program is Verified Volunteer.

The website is: www.nadadventist.org/asv

This will be the only website you need to remember going forward. Each person will create their own account. Once the user is on the website, they must select: 1) the Atlantic Union, 2) the Southern New England Conference, and then 3) their church name to begin the registration process. Even though this is done every three years, the system does a monthly check to make sure names are still cleared. Doing this is one way to help keep children safe.

ALL adults, anyone 18 or older, are required to complete both the online training and clear the background check BEFORE ever serving as a volunteer in your local Club or attending an event as staff or volunteer.

NOTE: Please pay careful attention to the spelling of your name and the birth date that you enter. All staff names and birth dates must be identical.

Level 2 Administrator - Each church location is supposed to have a Level 2 Administrator (Child Protection Officer) over the Adventist Screening Verification (ASV) program that can view the list of volunteers for their Church and keep track of the information. They can see who has cleared the background screening and remind people when they need to redo the program.

NOTICE: every staff member must have completed their Adventist Screening Verification and be cleared to be staff and to attend any SNEC event.

Any volunteers staying overnight at an event must have completed their Adventist Screening Verification and be cleared to register and attend any SNEC event.

Adventist Screening Verification - Cleared/Eligible

1. Complete online training
2. Pass Background check to be Eligible
3. Submit a copy of the Compliance report with the Club Registration Form

For questions regarding ASV, please contact April Montoya-Gonzalez at amontoya@sneconline.org

Sterling Volunteer Registration

1. Visit www.ncsrisk.org/adventist

The screenshot shows the Sterling Volunteers website. At the top, there is a navigation bar with 'Home', 'Reporting Child Abuse', and 'Contact Information'. Below this is a 'LOGIN FOR EXISTING ACCOUNTS' section with fields for 'Username:' and 'Password:', and a 'Sign In' button. A red circle highlights the 'FIRST-TIME REGISTRANT' button. Below that is a button for 'ESPAÑOL: ACCESO O INSCRIPCIÓN'. To the right, there is a 'Welcome' message and sections for 'New Users' and 'Returning Users'.

2. Select your State from the menu.

The screenshot shows the Sterling Volunteers website with a dropdown menu for selecting a state. The text reads: 'Please select the State in which your Conference, Program or University is located'. The dropdown menu is open, showing 'MA - Massachusetts'. Below the dropdown is a 'Select and Continue' button. At the bottom, there is a note: 'If you need assistance, please contact your Adventist program for further direction.'

3. Select Southern New England Conference from the drop down menu.

The screenshot shows the Sterling Volunteers website with a dropdown menu for selecting a conference. The text reads: 'Please select your Conference, Program or University'. The dropdown menu is open, showing 'Northeastern Conference' and 'Southern New England'. Below the dropdown is a 'Continue' button. At the bottom, there is a note: 'If you are affiliated with multiple conferences, please select your main conference at this time. You will be able to share your detail with multiple conferences later in the process.'

4. Create a user name and password.

The screenshot shows the Sterling Volunteers website with a form for creating a user name and password. The text reads: 'Please create a user id and password that you will use to access your account'. Below this are instructions: 'Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.' There are input fields for 'Create a User ID:' and 'Create a Password:', and a 'Continue' button. Below the fields, there are instructions: 'Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.' At the bottom, there is a link: 'Important note about selecting passwords'. At the very bottom, there is a section titled 'Already have an account?' with a 'Click here' button.

5. Enter personal information

The screenshot shows the Sterling Volunteers website with a form for entering personal information. The text reads: 'Please provide the information requested below'. Below this is a warning: 'DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST'. There are input fields for 'Salutation' (with a dropdown menu showing 'Mrs.'), 'First Name' (with the value 'Veronica'), and 'Middle Name'. There is a red asterisk next to the First Name field.

6. Select Southern New England Conference for primary location in the drop down menu.

The screenshot shows the Sterling Volunteers website with a dropdown menu for selecting a location. The text reads: 'Please select the primary location where you work or volunteer.'. The dropdown menu is open, showing 'Southern New England Conference'. Below the dropdown is a 'Continue' button. At the bottom, there is a note: 'If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer'.

7. Select the roles you currently perform. Select all that apply including Pathfinder & Driver (Volunteer).*

The screenshot shows the Sterling Volunteers website with a form for selecting roles. The text reads: 'Please select the roles you currently perform'. Below this is a note: 'Please check all that apply.'. There are two columns of roles: 'Employee Roles' and 'Volunteer Roles'. Each role has a radio button next to it. The roles listed are: Admin Asst/Secty, Administrator, After Sch Care (Employee), Assistant Chaplain, Adventurers, After Sch Care (Volunteer), AVS Volunteer, and Bible Worker (Volunteer).

8. Begin training session (approximately 1 hour).

*Background check will be required for this role.

Southern New England Conference of the Seventh-day Adventists
Adventist Youth Ministries Department
 Corp Registration & Adventist Screening Verification Form
 20 ____ - 20 ____



Church Name: _____ Group/Club Name: _____

Elected Director's Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____ Home Cell Work

Submit this form to the office along with the list of registered MCC. Keep a copy for your records.

REQUIREMENTS:

- All staff and volunteers must have completed the Adventist Screening Verification process and be approved to serve by the level 2 or 3 Administrator
- Your local church board must approve all meetings, activities, events, outings, etc., for insurances purposes.
- Email form to: gteixeira@sneonline.org.
- Large clubs may submit multiple pages
- Mail to: Adventist Youth Ministries Southern New England Conference PO Box 1169 So. Lancaster, MA 01561 or
- Fax: (978) 365-3838

Date Received: _____ Date Processed: _____

Please list all Adult Staff /Volunteers for the Season

Child Protection Course
Expiration date

Background Check
Expiration Date

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Church Board Signatures:

By Signing this form, we acknowledge that all names listed above are members in regular standing, have completed the requirements of Adventist Screening Verification and are eligible to serve.

Church Pastor or Head Elder If No pastor: _____ Church Clerk: _____

Child Protection Coordinator: _____ Treasurer: _____

Southern New England Conference of the Seventh-day Adventists
Adventist Youth Ministries Department

List of Registered MCC
 20 ____ - 20 ____



Church Name: _____ Corp Name: _____

Elected Director's Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____ Home Cell Work

Please send this form to the office along with the registration & ASV form. Keep a copy for your records.

Please list all enrolled MCC for the Season

Please list all enrolled MCC for the Season	Child Protection Course Expiration date	Background Check Expi ration Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
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8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
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18. _____	_____	_____
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21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____