



New Vendor

Verified Volunteers is excited to partner with the NCAA to provide screening services to those who wish to operate a NCAA-certified event/league and/or participate in coaching activities at NCAA-certified events. You can watch a short video to walk you through the process with this link: <https://vimeo.com/111907401> OR you can get started with this written step-by-step guide

WARNING

If you are not granted an approval number prior to your team's participation, you will not be permitted to coach or sit on the bench. The team would then have to participate under the direction of another coach in your organization that has been approved, a coach from another team at the event that has been approved or someone on the event staff that has been approved. If none of these options are available, the team would have to play without a coach. NCAA staff **cannot and will not** waive the participant approval requirements.

AND – If you wait until you get to the event to apply for the background check, you will pay a \$50 late fee in addition to any other required fees and run the risk of still not getting approved in time to coach your team in the event.

APPLY EARLY!!! Do not procrastinate!

Background Check Basic Info

Operators and participating coaches have to go to the Verified Volunteers (VV) website to apply for the background check. Background checks **MUST** be done EVERY year. You cannot operate an event/league, coach or sit on the bench without a valid approval.

NON-PROSPECT AGED TEAMS - The participant approval requirement applies only to those teams participating within the certified event. Younger teams or adult divisions that will not be participating in facilities where NCAA coaches are present are not required to obtain a participant approval. If a younger team "plays up" and will be participating in activities viewable by NCAA coaches, then the coaches of those teams will have to obtain a participant approval prior to coaching in the event even though the team's athletes are not prospect aged.

EXCEPTIONS: NCAA coaches (although limited due to other legislative restrictions) are not required to complete the background check and educational course. The individual must actually be employed in a coaching capacity at an NCAA institution in order for the exception to apply.

WHEN REQUIRED: **PRIOR TO** operating an NCAA-certified event or league and/or **PRIOR TO** participating in coaching activities at an NCAA-certified event. [Note: If an activity has received both event and league certification, participating coaches are required to complete the educational course and clear the background check prior to participating in coaching activities during the July evaluation period.]

NO WAIVER OF “PRIOR TO” REQUIREMENT: NCAA staff cannot and will not waive the background check and educational requirements for operators and coaches. Participation prior to approval, without an approval or utilizing someone else’s approval is subject to penalties outlined in the [Adverse Actions](#) guideline. It is in the applicant’s best interest to not procrastinate in submitting their application.

COST: Base fee = \$50. Background checks submitted in a non-event month (January, February, March, May, June, August) will have a base fee of \$50.00. Applications submitted during a month when NCAA-certified events occur (April, July, September) will also be charged a **\$50 penalty/late fee resulting in the total base cost being \$100.00.** Additionally, some states and/or counties charge a fee to access your records. You will be required to pay these pass-through fees when you complete your transaction with VV. These fees will be paid to the state/county and cannot be avoided.

- Applicable counties: Several counties in Arkansas, California, Florida, Louisiana, Michigan, Mississippi, New Hampshire, Nevada, New York, Ohio, Tennessee, West Virginia, and Wyoming.
- Applicable states : Colorado, Maine, Montana, New York, South Dakota, and Vermont.
- To view applicable fees: [County and State pass-through fees.](#) County fees are on pages 1-3. State fees are on page 4.

WHEN TO APPLY: EVERY YEAR. The background check approval is only **good for the year that it is issued,** provided that no intervening arrests or convictions cause the individual to become ineligible under the ECAG approval guidelines during that time. **All approvals will expire on December 31** of the same year in which they were issued. For example, if approval is granted on July 3, 2016, that approval will be effective for the remainder of 2016 and will expire December 31, 2016. If you intend to operate an event/league or coach in an NCAA-certified event and have not completed a background check application in the same CALENDAR year, you will need to do so before participating.

HOW TO APPLY

Go to: <http://verifiedvolunteers.com/NCAAScreening>

Click: the US or non-US link

Complete: Application questions.

Submit: Payment

Wait: For processing. Usually takes 3-5 business days.

Confirmation: You **WILL** receive an approval email from VV, but you can also log back in at any time to check the status of your application.

NEED HELP:

For help with your background check application:

Email: NCAASupport@verifiedvolunteers.com

or Call: 855-326-1860 - Client Code: 6024

RESTRICTIONS

Criminal backgrounds that include any of the following criteria are prohibited from receiving an approval number and will not be permitted to operate or coach at an NCAA-certified event/league:

1. Conviction of a felony.
2. Sex offenses, regardless of the charge level. This includes both those required to be listed on the sex offenders registry and those with criminal activity that is sexual in nature (ex. prostitution, etc.)
3. Criminal acts involving children/minors, regardless of the charge level.
4. Active criminal cases that could potentially result in a felony if the case is within the last seven years. [Note: Active cases that will never result in a felony (ex. traffic violations) will be permitted to obtain an approval.]

Additionally, the NCAA reserves the right to deny a participant approval to a coach/operator in the event the background check reveals a conviction for a crime that involves violence, regardless of the charge level.

If a felony conviction exists, please note that unless an error is found in the criminal background verification that negates the finding or the charges are expunged from the record, it WILL NOT be possible to obtain an approval. There is no process for appeal of this decision.

If an individual has been denied previously for the reason of an open felony case, the applicant is eligible to re-apply if the felony case is closed as the result of dismissal, acquittal, nolle pros, or if the charge level was assigned to a misdemeanor or lower. (There are other exceptions, but all must be reviewed by VV and the NCAA).

STRICT ENFORCEMENT

The participant approval requirement is strictly enforced.

Step-by-Step Instructions – US Applicants

1. **GO TO** - <http://verifiedvolunteers.com/NCAAScreening>
2. **CLICK** - The appropriate link: US, Canada or Other



3. **CREATE ACCOUNT** - Create a username and password and enter your email address.

Register and Start Your Order

Please create an account by filling in the fields below.

Already have an account? [Click here to login](#)

Username

Email

Password

Confirm New Password

[Username & Password Requirements](#)

4. **OPTIONAL CHECK BOX** – If you check the box next to Set up Security Questions Now, you will be prompted to do so. (You can always go back and do this later). →

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Verified Volunteer Terms of Service](#), the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

5. **CHECK BOX** – to accept the terms.
6. **SUBMIT.** And your account will be activated and you can get verified.

7. **CLICK** – Click the Get Verified button.



8. You will be prompted to enter basic personal information used to process the background check.



**USE THE NAME
ON YOUR BIRTH CERTIFICATE!!**



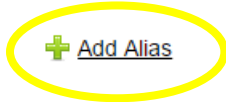
Parts of your name are entered on separate lines.

FIRST name	Your Given Name <small>Learn More</small> First Name*
MIDDLE name	Your Middle Name Middle Name* <input type="checkbox"/> I don't have a middle name
LAST name	Your Surname <small>Learn More</small> Last Name*
SUFFIX = Sr., Jr., III, etc.	Your Suffix Suffix



If you are known by additional names, click the Add Alias link at the bottom of the page and enter those names as well.

Other Names Used (alias, maiden name, etc.)

 [+ Add Alias](#)

9. You will be prompted to enter your current address and any other address for the past seven years.

If you have lived at more than one address in the last 7 years, click the [Add Address](#) link at the bottom of the page and enter those as well.

Your Current Address

Address Line 1*

Address Line 2

City*

State* United States

Zip Code*

How long have you lived at this address?

From* mm/yyyy Present

Other Places You Have Lived
(within the last seven years)

[+ Add Address](#)

Back Continue

10. The system will provide you with a Summary of your rights under the Fair Credit Reporting Act. You can scroll through and read those rights on the site OR you can click the Print Consent and Rights button print or save that information.

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. NCAA-ECAG is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

Step 3 of 4

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

Print Consent and Rights

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

 **WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE**
[Learn More](#)

11. You will be prompted to give consent to conduct the background check confirm that you understand your rights AND enter your name as your signature.

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." ⚠
- I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860 option 1, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. ⚠
- I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. ⚠

Your Given Name

First Name*

Your Surname

Last Name*

Back

▶ Continue

12. You will also be prompted with a brief questionnaire.

NCAA Questions

Please respond to the following questionnaire. Your responses may impact your ability to operate an NCAA-certified event/league and/or engage in coaching activities at an NCAA-certified event.

1. Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program? ⚠

- Yes
- No

2. Are you an individual employed by an agency involved in the marketing of any individual's athletics reputation or ability (including an employee of an agent or anyone associated with an agent in his or her capacity of marketing any individual's athletics reputation or ability)? ⚠

- Yes
- No

13. Make sure to read the information that was entered to ensure that you entered it correctly. If ANY of the information is incorrect, click the Go Back & Edit button and make any needed corrections.

4 Easy Steps to Getting Verified

Confirm your personal information is correct

Name: John Jay Doe
SSN: 111-11-1111
Gender: Male

DOB: 1/1/1980
Phone: 5555555555
Email: JohnDoe@VerifiedVolunteers.com

The Information above is correct.  [Learn More](#)

[Go Back & Edit](#)



If you do not correct your mistakes before you click the box and proceed, your application will be **DENIED** and you will have to pay for a 2nd application. Your application cannot be processed correctly with inaccurate information or spelling errors.

14. You will see an overview of all fees that you will need to submit.

15. Click the button to [Continue to Payment](#).

16. Provide payment for the background check.

Item	Source Fee	Price
Level 3: Complete Criminal History Record Locator Search		\$50.00
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
MARION, IN County Criminal Search		Included
Total cost of Background Check		\$50.00
Tax		\$0.00
Amount paid by me		\$50.00

[Continue to Payment](#)

Once you have submitted your order, an email will be sent to you with a receipt for payment. You may log back in at any time to view the status of your order or the completed report.

NEED HELP:

For help with your background check application:

Email: NCAASupport@verifiedvolunteers.com

or Call: 855-326-1860 - Client Code: 6024

Step-by-Step Instructions – non US Applicants

1. **GO TO** - <http://verifiedvolunteers.com/NCAAScreening>
2. **CLICK** - The appropriate link: Canada or Other



3. **CLICK BEGIN.** Notice that your screen will look a little different because the non US applicants will be processed through Sterling Backcheck.



SterlingBackcheck Invitation Consent Portal

To proceed, please enter the invitation code below that was supplied to you.

After clicking the "Begin" button, you will be directed to the company's branded site and will be instructed to complete any necessary forms.

Thank you!

Invitation Code *

C9ED59C4DC3B4F-F0D303A5

Begin

4. **CREATE ACCOUNT** - Enter your email address and create a password.

5. **CLICK:** Create Account.

6. You will be prompted to confirm where you and the organization are located.

In consideration of International and domestic data privacy, please provide the following information:



In which country are you completing this process?

In which country is the organization located?

In which country will your activities be primarily located?

In which country do you primarily reside?

7. You will be prompted to give consent to provide your electronic signature during the process.

Digital Signature

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your employment application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- a. A personal e-mail address;
- b. A computer or other device with standard e-mail software;
- c. Internet Explorer version 9 or above, Firefox, Google Chrome, or Safari;
- d. A connection to the Internet; and
- e. A printer if you want to print paper copies.

Alternatively, you may elect to use and sign paper versions of documents related to your application, including the background check. To do so, please contact the company representative that sent you this request.

By clicking "Sign" below, you consent to sign, complete and receive documents relating to your application and background check during both this session and any

Back

Next

8. You will be prompted to enter you name. **USE THE NAME ON YOUR BIRTH CERTIFICATE!!**

If you are known by additional names, answer or scroll down to the Maden/Alisas Names section and enter those names as well.

Candidate Name

Prefix: Select Prefix

First Name: First Name

Middle Name: Middle Name

I don't have a Middle Name

Last Name: Last Name

Suffix: Select Suffix

Do you have other names that you are known by? (For example maiden name, alias, etc.)

Maiden/Alias Names

9. You will be required to enter your phone number.

Phone Numbers ⚠ Required

MSG CTR: In the event that we need to reach you for additional information, please provide a phone number.

Phone Type: Select Phone Type

Country Phone:

Phone Number: () - -

Extension: Ext.


Would you like to provide additional contact number?

10. You will see a grid with a list of documents you need to read. Click on the Document Name link to read the Consent information. Until you do, you will not be able to click the Next button.

[Return to Activity Center](#) [Doc Review](#) [Address](#) [Personal Info](#) [Required Docs](#) [Review](#) [Payment](#) [Documents](#)

We are requesting you review the document(s) listed below. Please click a document name below to open in a new window. The grid below has a black checkmark indicating if the document(s) are required to be Read, Acknowledged, or Electronically Signed. Once you have completed the required steps for each document, a green checkmark and 'Complete' will appear in that row. You will be able to click the 'Next' button and advance once all are completed.

Document Name	Description	Read	Acknowledge	Sign	Done
NCAA Non Specific Standard International Consent		☑			

11. Once you have read the require information, you will see  **Complete** and be able to proceed with the application.

12. You will be prompted to enter your current address and any other address for the past seven years.

Current Address ⚠ Required

Country * Select Country	Address Line 1 * Enter a location	Address Line 2
City/Town *	State/Province/Region *	Zip/Postal Code *
Start Date * Month Year		

Would you like to provide another address?

13. You will be prompted to provide your date of birth and confirm whether you possess a U.S. issued Social Security Number

Personal Information

Date of Birth *
Month Day Year

Do you have a U.S. issued Social Security Number?
 Yes No

Social Security Number *

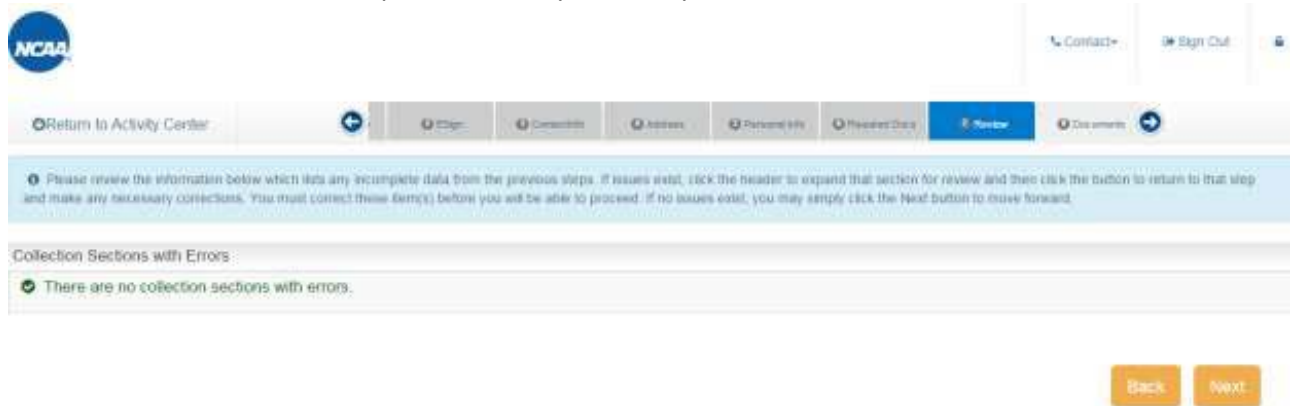
WorkforceDirect™

14. Based on your address history, you may be prompted to provide additional required forms which must be signed in order to complete your background check.

Optional Documents

Document	Document Type	File Name
Use the link below to upload your passport if you would like for it to be used during the background check process.		
Passport	Select Country	<input type="button" value="Upload File"/>
Use the link below to upload any other documents you would like to be used during the background check process. There is a 5MB upload limit and acceptable file types are: (pdf, doc, docx, txt, jpg, tiff, png, gif, bmp).		
Other	Applicant Form	<input type="button" value="Upload File"/>

15. You will be prompted to review the information you entered. Make sure to read the information that was entered to ensure that you entered it correctly. If any issues exist, click the button to return to that step and make any necessary corrections.



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17. You will see an overview of all fees that you will need to submit.
18. Click the button to Continue to Payment and enter your payment information.
19. You will be prompted before you exit to confirm whether you would like to receive instructions via email to retrieve your completed documents.

Once you have submitted your order, an email will be sent to you with a receipt for payment. You may log back in at any time to view the status of your order or the completed report.

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