ADVENTIST SCREENING VERIFICATION
LOCAL ADMINISTRATOR DESIGNATION FORM

TO: Pastors, Principals, and Business Managers
FROM: Andre Hastick, Executive Secretary

The person named below has been approved by our facility to be a Local Administrator for the Adventist Screening Verification (ASV) 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 Local Administrator does not have access to the background screening information, they will only see if the volunteer is eligible or ineligible for service once their background screening has been run. They can also assign modules, run the master report, edit the addresses, phone numbers, etc. of the volunteers at your location to help keep their information current.

For a large facility, you might want to select two Local Administrators to oversee the program. The Local Administrator must complete the background screening and the required training course before we can add him/her in the web portal.

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

Church/School Name: _____

Local Administrator Designation **(1)** : _____

Address/Phone: _____

Local Administrator Designation **(2)** : _____

Address/Phone: _____

Has the above been approved by the board? ❑ Yes

_____ _____
Pastor/Principal's Signature Date

_____
Printed Name

Return to: Human Resources at HR@ccosda.org
Or fax to HR at 443-917-2920

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