

AUGUST IS ABUSE PREVENTION AWARENESS MONTH

Welcome to Learning Lab #2!



This California-Pacific Annual Conference Church
is in compliance with all areas of the
Conference's Abuse Prevention Program.



ABUSE PREVENTION COMPLIANCE



This California-Pacific Annual Conference Church
is in compliance with all areas of the
Conference's Abuse Prevention Program.



- **Certification Key #1: Abuse Prevention Policy**
- **Certification Key #2: Ministry Safe Training and Background Checks**
- **Certification Key #3: Sexual Harassment Prevention Training**
- **Certification Key #4: Department of Justice Live Scan Fingerprinting**

MINISTRY SAFE BACKGROUND CHECKS & TRAINING

Certification Key #2



This California-Pacific Annual Conference Church
is in compliance with all areas of the
Conference's Abuse Prevention Program.





Get in Compliance Quickly

Tuesday, August 11 at 6:30 pm PDT (3:30 pm HST)

Summary of Topics

District Admins Jan Newton & Sonya Lee
with Ministry Safe's Claire Murray

- Accessing Your Account
 - Using your Control Panel
 - Accessing Training & BG Checks
 - Frequently Asked Questions
-

ACCESSING YOUR ACCOUNT

Learn how to log into your account



HOW TO ACCESS YOUR ACCOUNT

The MinistrySafe team has created accounts for every California-Pacific UM church and organization. You simply need to log into the account.

MinistrySafe

The Risk The Safety System Trainings Background Check Services Resources About Us Español

Protecting children and those who serve them

MinistrySafe provides a complete Child Safety System designed to reduce the risk of child sexual abuse.

[Learn More About The Risk](#) [Sign Up](#)

[Sign Up](#) [Log in](#)



Go to
ministrysafesite.com
and click “Log in”
in the upper
right corner.

HOW TO ACCESS YOUR ACCOUNT

Your username and password will be your church GCFA number preceded by 00.

What's a GCFA number?

- It's a 6-digit code assigned to all local churches in the UMC by the General Council on Finance & Administration.

How to find your church's GCFA number?

- Located on the church's billing statement sent by Cal-Pac.
- Or contact your District AA.

You will be able to change your login info once you have logged into the system.

The image shows a login interface for 'Ministry Safe'. At the top right is the logo, which consists of a red shield-like shape next to the text 'Ministry Safe'. Below the logo, there are two input fields. The first is labeled 'USERNAME' and contains the text '00123456'. The second is labeled 'PASSWORD' and contains a series of dots. Below these fields is a checkbox labeled 'Keep me logged in' with a question mark icon. At the bottom of the login area is a green button labeled 'Sign in'. Below the button are two links: 'Sign up' and 'Lost my login information'.

Using your Control Panel

Find demo video and helpful articles here:
ministrysafe.zendesk.com/hc/en-us



SET UP USER TAGS

Ministry Safe

Home

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

EasterNow

Organization ID: 6320

Laura

Manage Users

Add user +

Search

Active Users

Filter By Tags

By Role

By Type

10

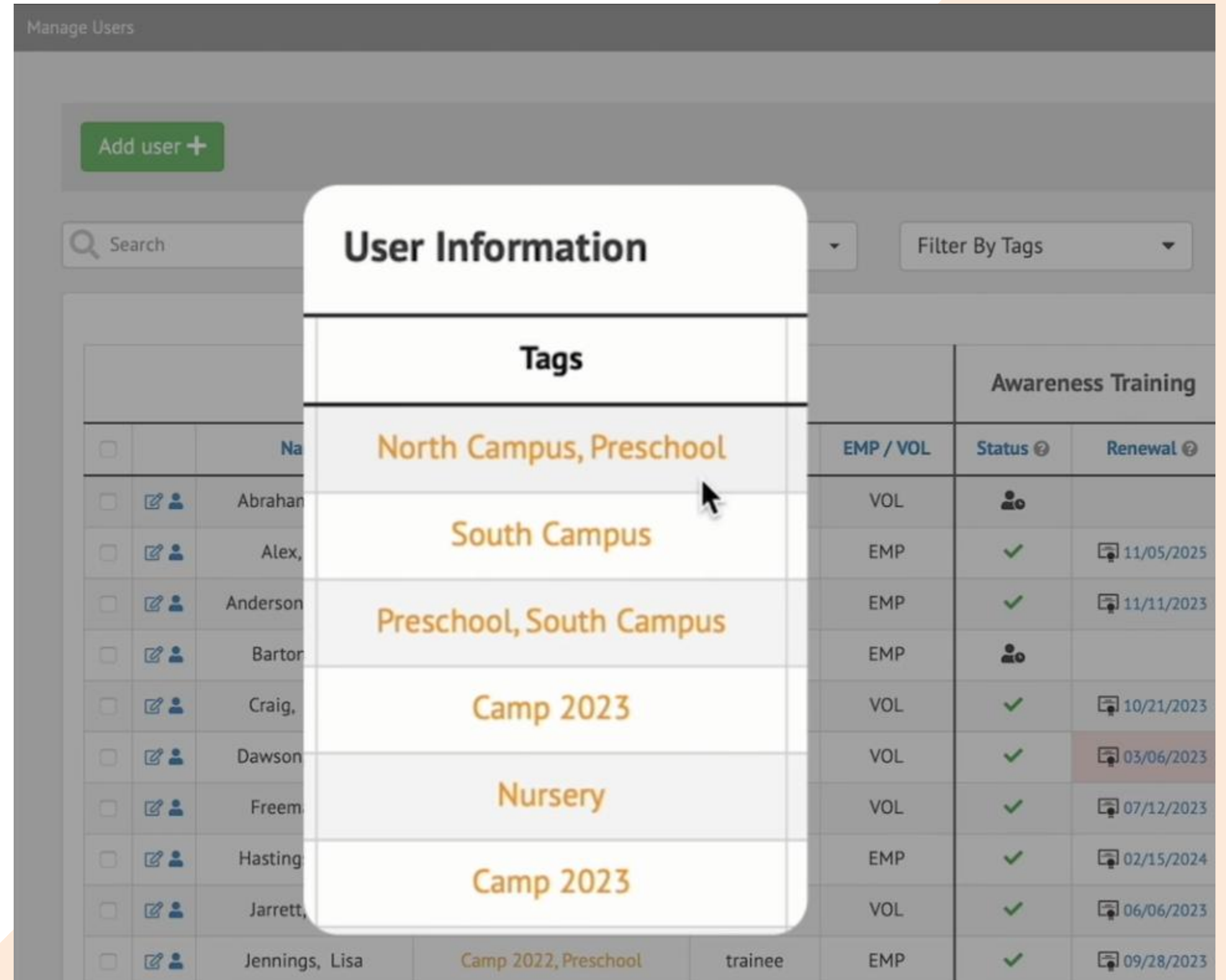
User Information						Awareness Training		Background Check		Screening			
☐		Name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
☐		Abraham, Emily	North Campus, Preschool	trainee	VOL					✓	✓		✓
☐		Alex, Jane	South Campus	trainee	EMP	✓	11/05/2025	✓	11/09/2025	✓	✓	✓	
☐		Anderson, Brittany	Preschool, South Campus	trainee	EMP	✓	11/11/2023	✓	01/09/2023	✓	✓	✓	✓
☐		Barton, Amy	Camp 2023	supervisor	EMP					✓			
☐		Craig, Robert	Nursery	trainee	VOL	✓	10/21/2023	✓	05/09/2023	✓	✓	✓	✓
☐		Dawson, Shalee	Camp 2023	trainee	VOL	✓	03/06/2023	✓	03/03/2023	✓	✓		
☐		Freeman, Jill	Camp 2023, Nursery	trainee	VOL	✓	07/12/2023			✓			
☐		Hastings, Laura	Preschool	ssa	EMP	✓	02/15/2024	✓	03/14/2024	✓	✓	✓	✓
☐		Jarrett, Chris		trainee	VOL	✓	06/06/2023	✓	06/09/2023	✓	✓	✓	✓
☐		Jennings, Lisa	Camp 2022, Preschool	trainee	EMP	✓	09/28/2023			✓		✓	

SET UP USER TAGS

Church tags commonly used:

- “Sunday School”
- “Youth Ministry”
- “Church Staff”
- “Volunteer”
- “Candidate for Ministry”
- “VBS [2026]”

If needed, multiple tags can be applied to each user.



SET UP USER TAGS

Ministry Safe

Home

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

EasterNow

Organization ID: 6320

Manage Users

Add user +

Search

Active Users

Filter By Tags

By Role

User Information						Awareness Training		Background Checks					
☐		Name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
☐		Abraham, Emily	North Campus, Preschool	trainee	VOL								
☐		Alex, Jane	South Campus	trainee	EMP		11/05/2025		11/09/2025				
☐		Anderson, Brittany	Preschool, South Campus	trainee	EMP		11/11/2023		01/09/2023				
☐		Barton, Amy	Camp 2023	supervisor	EMP								
☐		Craig, Robert	Nursery	trainee	VOL		10/21/2023		05/09/2023				
☐		Dawson, Shalee	Camp 2023	trainee	VOL		03/06/2023		03/03/2023				
☐		Freeman, Jill	Camp 2023, Nursery	trainee	VOL		07/12/2023						
☐		Hastings, Laura	Preschool	ssa	EMP		02/15/2024		03/14/2024				
☐		Jarrett, Chris		trainee	VOL		06/06/2023		06/09/2023				
☐		Jennings, Lisa	Camp 2022, Preschool	trainee	EMP		09/28/2023						

Laura

1

My account

Organization information

Organization settings

Sign out

SET UP USER TAGS

Laura's MS Account ▸ Settings

Dashboard Link Email Template

Thank you for your willingness to serve with us at Laura's MS Account.

We are committed to creating a safe environment free from abuse of any kind. At Laura's MS Account, we require all staff members and volunteers to complete screening elements through the MinistrySafe online Safety System.

Save

Download all certificates

USER TAGS

Camp	📌 Camp 2022	 
Camp	📌 Camp 2023	 
Campus	📌 North Campus	 
Campus	📌 South Campus	 
Children's Ministry	📌 Nursery	 
Children's Ministry	📌 Preschool	 

Category.. ▾

Tag Name

☐ SSA Only

Add tag +

TAG CATEGORIES

Camp	 
Campus	 
Children's Ministry	 
Student Ministry	 

Category

Add Category +

2

User tags are customizable tags to create organization within your control panel. Tags can be specific to your organization such as campus, departments, semesters or year.

ADD USERS AND SEND TRAINING

Ministry Safe

3

Home

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

EasterNow

Organization ID: 6320

Laura

Manage Users

Add user +

4

Search

Filter By Tags

User Information						Awareness Training		Background Check		Screening			
☐		Name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
☐		Abraham, Emily	North Campus, Preschool	trainee	VOL					✓	✓		✓
☐		Alex, Jane	South Campus	trainee	EMP	✓	11/05/2025	✓	11/09/2025	✓	✓	✓	
☐		Anderson, Brittany	Preschool, South Campus	trainee	EMP	✓	11/11/2023	✓	01/09/2023	✓	✓	✓	✓
☐		Barton, Amy	Camp 2023	supervisor	EMP					✓			
☐		Craig, Robert	Nursery	trainee	VOL	✓	10/21/2023	✓	05/09/2023	✓	✓	✓	✓
☐		Dawson, Shalee	Camp 2023	trainee	VOL	✓	03/06/2023	✓	03/03/2023	✓	✓		
☐		Freeman, Jill	Camp 2023, Nursery	trainee	VOL	✓	07/12/2023			✓			
☐		Hastings, Laura	Preschool	ssa	EMP	✓	02/15/2024	✓	03/14/2024	✓	✓	✓	✓
☐		Jarrett, Chris		trainee	VOL	✓	06/06/2023	✓	06/09/2023	✓	✓	✓	✓
☐		Jennings, Lisa	Camp 2022, Preschool	trainee	EMP	✓	09/28/2023			✓		✓	

ADD USERS AND SEND TRAINING

Ministry Safe

Home

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

EasterNow

Organization ID: 6320

Laura

Manage users ▸ Add user

5

First name

Last name

Email address

Employee/Volunteer

Select One

Role ?

Trainee

Tags ?

Camp

☐ Camp 2022

☐ Camp 2023

Campus

☐ North Campus

☐ South Campus

Select Awareness Training Videos ?

Sexual Abuse Awareness Training

Sexual Abuse Awareness Training - California

Sexual Abuse Awareness Training - Camp

Sexual Abuse Awareness Training - Daycare

Sexual Abuse Awareness Training - Education

Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to **Trainings**.

Show additional fields +

6

Cancel

Add user ?

- Enter the trainee's name and email address
- Select if they are an employee or volunteer
- Select "trainee" as the role
- Select tag and a training to send
- Click "Add User" and repeat process for next trainee

THREE USER ROLES

Role	Safety System Administrator (SSA)	Supervisor	Trainee
Who	Pastor(s) in Charge, Church Administrator, Committee Chairperson like SPRC Chair, possibly a Church Leader	Associate Pastor, Committee Chairperson, Church Leader(s)	Church Employees, Volunteers
Login	Username & Password	Username & Password	None
Account Actions	Perform all account actions (e.g. add/delete users, send training, order and view background checks)	Add users and send training	None
Number of Users	At least two	At least one or as needed	As many needed

SEND TRAINING

This is the required 1-hour training that users need to complete. Each training video includes the same baseline information, but can be customized for specific child serving environments. There is no training cost.

Step 1: Select Training Version

Ministry Safe

Home

Manage Users

Trainings

Background Checks

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EasterNow

Organization ID: 6320

Laura's MS Account ▸ Library

Library

Dashboard

My Trainings

Training Settings

The MinistrySafe Training Library



Sexual Abuse Awareness Training

Sexual Abuse Awareness Training equips staff members and volunteers to understand the facts and misconceptions related to child sexual abuse, including basic characteristics of an abuser, the grooming process of the offender and key indicators of child sexual abuse.

Send Training

Send Training

Step 1 of 3: Select Training Version

Which variation of the Sexual Abuse Awareness Training would you like to send?
Choose one option below and click "Select".

*All 2021 versions include multi-lingual closed captions in the following languages: English, Spanish, French, Portuguese, Korean, Mandarin Chinese, Russian, Vietnamese, Croatian, and Thai.

MinistrySafe

Awareness Training

00:50

Sexual Abuse Awareness Training

Our foundational Training -- intended for staff members and volunteers interacting with minors in any child-serving environment.

Select

GROOMING PROCESS

YOUTH CAMP

02:19

Sexual Abuse Awareness Training + Camp

This Training equips staff members and volunteers interacting with minors in camp or overnight contexts (retreats, mission trips, etc).

Select

GROOMING PROCESS

DAYCARE

02:18

Sexual Abuse Awareness Training + Daycare

This Training equips staff members and volunteers interacting with minors in daycare settings.

Select

GROOMING PROCESS

EDUCATION

01:21

Sexual Abuse Awareness Training + Education

This Training equips staff members and volunteers interacting with minors in school or educational settings.

Select

Step 2: Select Users

<

Send Training: Sexual Abuse Awareness Training

Step 2 of 3: Select Users

Browse your list of Users and select all recipients you wish to send the Sexual Abuse Awareness Training to.

Q Search

Active Users

User Type

Training Status

Select All ☐	Name	Tags	User Type	▼ Role	
☐			Volunteer	trainee	
☐			Employee	trainee	
☐			Employee	ssa	
☐			Employee	ssa	

Step 3: Review & Send

<

Send Training: Sexual Abuse Awareness Training

Step 3 of 3: Review & Send

Review your selections to make sure everything looks correct. If you need to make edits, click the back arrow. After you've confirmed your selections, click "Send Training" to complete the process.

Q Search

Active Users

User Type

Training Status

10

Name	Tags	User Type	▼ Role
		Volunteer	trainee

Send Training

Send Training

TRAINING LINK EMAIL



Date: 03/14/2023

Dear Emma McNabb,

Thank you for your willingness to serve with us at Laura's MS Account. We are committed to creating a safe environment free from abuse of any kind. At Laura's MS Account, we require all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training before participating in our programs.

You have been sent a Training link to complete the online training. To access the training, click on the link: https://safetysystem.ministrysafe.com/trainings/quiz?survey_type=awareness&t=af2ed2549050346453ad64db372db074e49fe9da89062b67

If the link has been disabled copy and paste it into your browser.

If you have any questions, please contact Laura at beta@ministrysafe.com.

An automatic email is sent to your trainees containing a link to the online training. Users should check both their primary inbox and spam folder for this email.

Awareness Training links expire after **14 days**. If the user doesn't click the link and complete the training within that time frame, the link would need to be resent by the Administrator.

After clicking on the link, your trainee will be prompted to watch the Sexual Abuse Awareness Training, which is about 1 hour in length. Afterwards, your trainee will take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion. Quiz must be retaken if the score is lower than 70.

I am the Administrator; How Do I Complete My Training?

The screenshot displays the Ministry Safe web application interface. On the left is a dark sidebar with a navigation menu. The top of the sidebar features the 'Ministry Safe' logo. Below it, the menu items are: Home, Organizations, Manage Users, Trainings (highlighted with a green box and a green circle with the number 1), Background Checks, Documents, Admin, and Help Center. The main content area has a header bar with 'Organization ID: 4243' on the left and 'Laura' with a profile icon, a bell icon, and a settings icon on the right. Below the header bar is a sub-header with 'Laura's APS Account' and 'My trainings'. A secondary navigation bar contains 'Dashboard', 'Library', 'My Trainings' (highlighted with a green box and a green circle with the number 2), 'Settings', and 'Certificates'. The main content area is titled 'My Abuse Prevention Systems Trainings'. It features a card for 'Sexual Abuse Awareness Training' which includes a photo of two children on a swing set, a description of the training, and two buttons: 'Download Handout' and 'Watch Training' (highlighted with a green box and a green circle with the number 3).

Ministry Safe

Organization ID: 4243

Laura

Laura's APS Account ▶ My trainings

Dashboard Library **My Trainings** Settings Certificates

1 Trainings

My Abuse Prevention Systems Trainings

2

3

Sexual Abuse Awareness Training

Our foundational training intended for staff members and volunteers interacting with minors in any child-serving environment (excluding overnight and youth sport contexts).

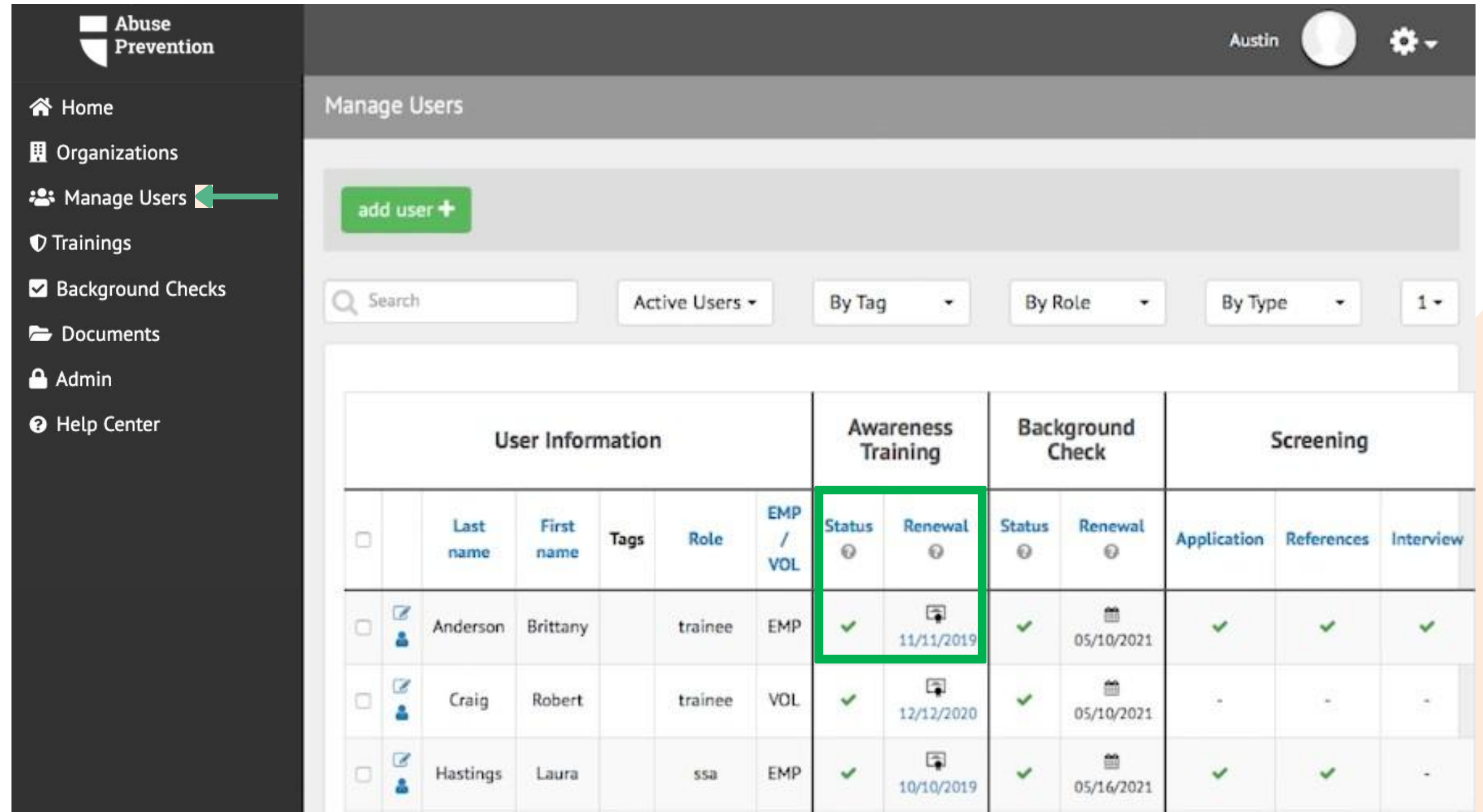
Download Handout Watch Training

- After being assigned a Training, SSAs and Supervisors will click on Trainings in the Left-hand menu
- Next, click My Trainings.
- Then click Watch Training.

COMPLETION

Once your trainee has completed the quiz, an email containing the Certificate of Completion will be sent to the trainee and the Safety System Administrator. The online Control Panel will also update to reflect the completion and calculate the renewal date for the training.

If the training is not completed in a reasonable time period, check with your trainee to determine if there is a problem. Or, simply resend the training link.



Abuse Prevention

Austin

Manage Users

add user +

Search Active Users By Tag By Role By Type 1

User Information							Awareness Training		Background Check		Screening		
		Last name	First name	Tags	Role	EMP / VOL	Status	Renewal	Status	Renewal	Application	References	Interview
☐		Anderson	Brittany		trainee	EMP	✓	11/11/2019	✓	05/10/2021	✓	✓	✓
☐		Craig	Robert		trainee	VOL	✓	12/12/2020	✓	05/10/2021	-	-	-
☐		Hastings	Laura		ssa	EMP	✓	10/10/2019	✓	05/16/2021	✓	✓	-

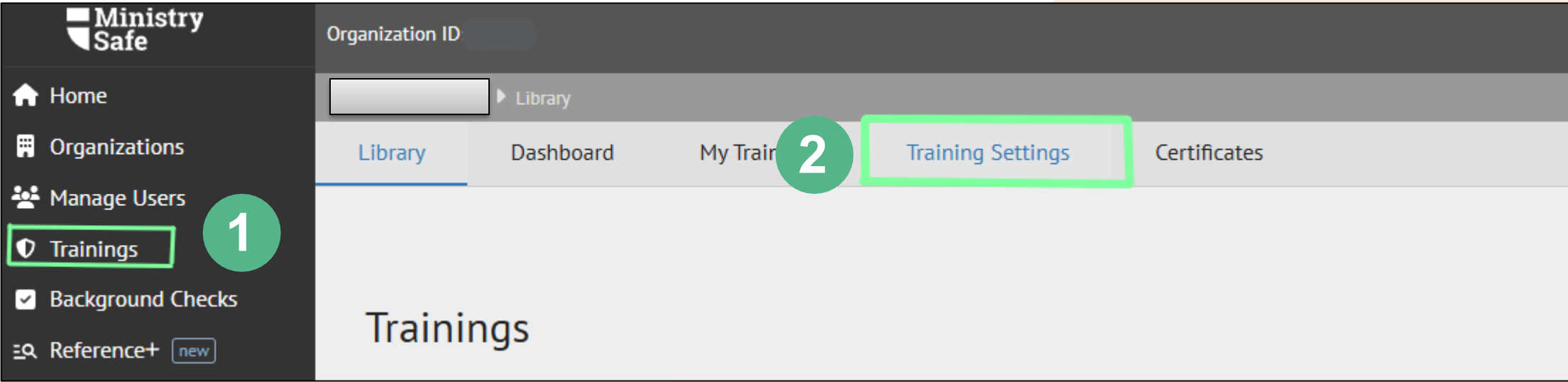
EXPIRATION

Search Active Users State.. By Role By Type										
User Information						Awareness Training		Background Check		
☐		Name	Tags	Role	User Type	Status ?	Renewal ?	Status ?	Renewal ?	Application
☐				trainee	VOL		 04/18/2026	✔	 04/19/2026	
☐				trainee	VOL			✔	 10/17/2026	
☐				trainee	VOL	✔	 10/28/2028	✔	 10/10/2026	
☐				trainee	VOL	✔	 03/23/2028	✔	 03/20/2028	

The Safety System Administrator should regularly check to make sure all users are up to date with both their Awareness Training and Background Check. The SSA must resend the training link and order a new Background Check when the three-year renewal date expiration draws near.

CHANGING RENEWAL PERIOD

- **Step 1:** Click “Trainings”
- **Step 2:** Click “Training Settings”
- **Step 3:** Click “Edit” button to the right of the Training



Training Settings			
Certificates			
Training	Enabled?	Email Templates	Actions
Agents and Underwriters Training	Yes		
Sexual Abuse Awareness Training	Yes		
Child Safety Workshop	Yes		
Background Checks Training	Yes		

3

CHANGING RENEWAL PERIOD

- **Step 4:** Choose “Every 3 years” in the ‘Renew Years’ dropdown menu.
- **Step 5:** Click the “Save” button.
- **Step 6:** Repeat Steps 1-3 to change renewal for Background Checks

Sexual Abuse Awareness Training

☒ Enabled

Min Score

70%

Renew Years

Every 3 years

Every 1 year

Every 2 years

Every 3 years

Every 4 years

Every 5 years

☒ Allow for Trainees

☐ Enable Self-pay option

☐ Enable Maltreatment Video ?

☐ Remove Offender Interview

☐ Enable Automatic Awareness Training Renewals

Enabling automatic renewals will result in charges being added to your account automatically when renewals are ordered.

Save

◀ Back

5

Training versions / Customize Videos

Enabled	Training Version
☒	Sexual Abuse Awareness Training
☒	Sexual Abuse Awareness Training + C
☒	Sexual Abuse Awareness Training + Da
☒	Sexual Abuse Awareness Training + Edu
☒	Sexual Abuse Awareness Training + Speci
☒	Sexual Abuse Awareness Training + Youth
☒	Sexual Abuse Awareness Training + Youtl
☐	Sexual Abuse Awareness Training + Camp
☐	Sexual Abuse Awareness Training (Multilingual / Clos
☐	Sexual Abuse Awareness Training + Youth Sp
☐	Sexual Abuse Awareness Training (20

ORDERING BACKGROUND CHECKS

Ministry Safe

Home

Manage Users

Trainings

Background Checks

Documents

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EasterNow

Organization ID: 6320

Laura

Background Checks



Pricing

View pricing for our Background Checks. Contact us for customized packages and volume-based discounts.



How to Order Background Checks

Click here to learn more about ordering Background Checks.

Ready to begin ordering Background Checks?

Step 1:

Click 'Play' to begin the tutorial explaining your responsibilities under the Fair Credit Reporting Act (FCRA). Once you have completed the video, proceed to Step 2.

FCRA TRAINING VIDEO

You must watch the Training video to completion.



Step 2:

You will receive a confirmation email when you are activated.

ORDERING BACKGROUND CHECKS

The Safety System Administrator is required to watch the 10-minute Fair Credit Reporting Act (FCRA) video and agree to the terms.

- Because Background Check information is protected by state and federal law, it's important that you are aware of what you're viewing and how ministries are allowed to use this information.
- Once Ministry Safe receives the completed paperwork, an email notification will be sent. The Background Checks Tab in your control panel will be activated within one to two business days, and you may begin ordering Background Checks.

ENABLE BACKGROUND CHECKS

Enable Background Checks

Your account does not include valid billing information. Please update your billing details to recover account access.

Address

Billing Email Address

Country

State

City

Postal Code

Billing Phone Number

CREDIT CARD INFORMATION

 Card

 US bank account

Card number



Expiration date

Security code



Country

ZIP code

By providing your card information, you allow MinistrySafe, LLC. to charge your card for future payments in accordance with their terms.

Cardholder Name

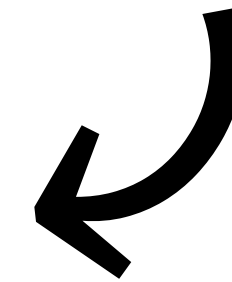
Save



Cal-Pac UMC Background Checks

		Cal-Pac Package 1	Cal-Pac Package 2	Cal-Pac Package 1 + MVR	Cal-Pac Package 2 + MVR
Search Elements	Identity Research	✓	✓	✓	✓
	Multi-Jurisdictional Search with Sex Offender	✓	✓	✓	✓
	County of Residence	✓	✓+	✓	✓+
	County of Employment	✓	✓+	✓	✓+
	Federal Court Criminal Search	✓	✓+	✓	✓+
	Motor Vehicle Report			✓	✓
		\$25.00	\$40.00	\$30.00	\$45.00

Background check
package pricing
will change slightly
in 2027.



*The Motor Vehicle Report adds \$5.00 onto the package.
MVR State fee not included.*

✓+ = searches all counties or districts in which an applicant has lived or worked; lower levels search *current* county or district of residence and employment *only*

*Additional court access fees may apply, list available upon request

COURT ACCESS FEES

The background check 'Package 1 + MVR' is \$30 before any court access fees.

California charges \$2 to Ministry Safe to access their Motor Vehicle Records, which is passed on to the church for each report that includes a CA MVR.

State	County	Fee
California	Alpine	\$15.00
California	Imperial	\$3.23
California	Inyo	\$15.00
California	Los Angeles	\$4.75
California	Mariposa	\$4.50
California	Modoc	\$1.00
California	Mono	\$15.00
California	Plumas	\$1.50
State	County	Fee
Hawaii	All Counties	\$3.50
Country	Product	Fee
Guam	Nationwide Court Search	\$14.16
Guam	Illicit Activity Database	\$23.70

TWO WAYS TO ORDER BACKGROUND CHECKS

The **QuickApp** ordering option sends a secure email to the applicant, allowing them to enter personal information and electronically sign any necessary authorization forms.

The **Longform** ordering option requires an Administrator to enter the applicant's information manually. This option is appropriate for applicants without an email address or those uncomfortable with technology. Administrators may collect applicant information through a printed copy of the '**Background Information,**' available in our '[Sample Documents.](#)'

ORDERING BACKGROUND CHECKS

Home

Organizations

Manage Users

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Background Checks

Reference+ new

Admin

Help Center

English

Background Checks ▶ Order Background Check

View AllOrderIn ProcessExportSettingsFee Schedules

Assign Background Checks

Browse your list of Users and select all recipients you wish to assign a Background Check to. Then select the Background Check level you would like to be used for each User.

Order QuickApp

* QuickApp is the quicker option while Long form needs the SSA to enter information manually.

Background Check Levels

Search

Active Users

State..

Sort By

10

Select Users	Self Pay	Name	User Type	Tags	Role	Renewal Date	Level	Long form
☐	☐		Employee		trainee	11/07/2026	Select level	Long form
☒	☐		Volunteer		trainee	N/A	Cal-Pac Package 1 with MVR	Long form

Each church can select either select of the two packages offered here → **MVR** = Motor Vehicle Records (these checks are required for individuals who drive as part of their ministry/employment)

Cal-Pac Package 1 with MVR
Select level
Cal-Pac Package 1
Cal-Pac Package 1 with MVR

ORDERING BACKGROUND CHECKS BY QUICKAPP

Order background check(s)

Be sure you have verified the identification of the person on whom you are running a background check.

Full name	Level	Child Serving ?	Employee/Volunteer Type	Applicant over 13 years of age? ?
Emma McNabb	1	Select	Select	Select

By clicking the "Order QuickApp" button below, you, the client, are making the certifications identified [here](#) in regard to the report being ordered.

Cancel

Order QuickApp

ORDERING BACKGROUND CHECKS BY QUICKAPP

Reply-To: support@abusepreventionsystems.com

Hello EMMA MCNABB,

As an element of our Safety System, we ask all prospective and current employees to undergo a criminal background check. Please complete the background questionnaire found at the link below.

[Click here to begin](#)

The questionnaire may be completed in approximately 15 minutes, and should be submitted within 14 days. We recommend that you double check all information for accuracy to avoid any delay in processing.

NOTE ON CREDIT REPORTS:

Criminal background checks are governed by the Fair Credit Reporting Act (FCRA), legislation enacted by the U.S. Federal Government to protect the accuracy and privacy of consumer information contained in background checks.

The disclosure forms pertaining to the FCRA include mandatory language referring to credit reports that cannot be removed or modified. Please note that MinistrySafe/Abuse Prevention Systems DOES NOT run credit checks. This criminal background check will NOT affect your credit score, nor will financial information be visible on the completed background check report.

Thank you,

My Organization

support@abusepreventionsystems.com

(817) 737-7233

ORDERING BACKGROUND CHECKS BY LONGFORM

Information must be manually entered by the SSA.

By clicking 'Longform' button, the Administrator is making certifications which can be identified [here](#).

Background Checks ▶ Order Background Check ▶ Long form

First name	Middle name	Last name	

[Add name alias](#)

Country

Address	City	County	State
	Honolulu		Hawaii

Zip

SSN	Date of Birth

Email Address	Serving Children or Vulnerable Population
	Select

Current/Prospective	User Type
Select	Volunteer

[Add previous address](#)

☐ Applicant Self-Disclosed ?

☐ I confirm that the information provided above is correct.

By clicking the "Order Longform" button below, you, the Member, are making the certifications identified [here](#) in regard to the report being ordered.

VIEWING BACKGROUND CHECKS

Background Checks ▶ In Process

View All In Process

Approve ✓ Archive ⚠ ?

Active Users All Statuses Filter Sort By 10

Select All	Name	EMP/VOL	Tags	Role	Ordered By	Ordered Date	Level ?	Status	Action
☐	Emma McNabb	employee	Camp 2022, North Campus	trainee	Laura Hastings	03/14/2023	1	Processing complete - Success - View	

Once the Background Check is completed which is typically 1-3 days, the Safety System Administrator should click “[View](#),” review the document, and then select the action by clicking the wheel icon.

ccess - View

- * Approve
- Pre-adverse
- Adverse - Offer Rescinded
- Adverse - Employment Denied
- * Applicant Withdrawn
- Archive

* Churches will use these 2 selections commonly.

APPROVED BACKGROUND CHECKS

1 out of 1 background check(s) were successfully marked as Approved

Add user +

Emma Active Users Filter By Tags

User Information						Awareness
	Name	Tags	Role	EMP / VOL	Status ?	
☐	McNabb, Emma	Camp 2022, North Campus	trainee	EMP	✓	

Background Check	
Status ?	Renewal ?
✓	03/14/2028

Screening

References Interview Policies

If approved, the green checkmark icon will appear, and the renewal date will be automatically updated.

FREQUENTLY ASKED QUESTIONS



How can I customize training settings?

Click [Here](#) for an article from our Help Center about Training Settings.

How much is this going to cost?

Philadelphia Insurance is covering all training costs.

Why might a trainee not receive the email?

Incorrect email addresses account for the majority of errors. However, because this is a child sexual abuse training, some spam filters send the email to junk or block the email altogether.



Can I send the link to any email address?

You can send the link to any email. You can forward it; copy and paste the link; whatever you need to do. Just remember the training link is specific to one trainee and that trainee must complete the training using his or her own link.



Need help?

Check out our [Help_Center](#)

Still need help?

MinistrySafe customer support is available
via phone, chat, or email



Hours:
M-TH 9am-5pm CST
F 9am-3pm CST



support@MinistrySafe.com



833-737-7233 Toll Free