

Class A Volunteer Registration How to Guide

***Special
Olympics***
Wisconsin



Contact Information



State Headquarters

2310 Crossroads Drive, Suite 1000

Madison, WI 53718

(608) 222-1324

Regional Offices

Appleton

Madison

Mequon

Racine

Stevens Point

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[YouTube.com/SOWisconsin](https://www.youtube.com/SOWisconsin)

“I’m very happy to accomplish all the things I want to do in life. As a Global Messenger, I want to tell the athletes “you have a voice and you can use that voice to be heard.”

- Athlete and Global Messenger, Zachary Reetz

Table of Contents



1. [Protective Behaviors](#)
2. [Class A Application](#)
3. [Background Check](#)

General Information



- If a volunteer is unsure of their class A status, they should contact their local program director or contact Special Olympics Wisconsin at volunteer@specialolympicswisconsin.org
- New and returning volunteers should complete all steps of the Class A volunteer process

Protective Behaviors



- To begin the training, click on “open the Special Olympics Learning Portal”

Protective Behaviors

f t G+ in ✉

Welcome! Thank you for being a part of the Special Olympics family. It is through the caring, concern and talents of all our athletes, families, and volunteers that Special Olympics has become one of the most respected sports programs in the world.

Your participation in the Protective Behaviors Training Program is just one more way that you demonstrate your dedication. This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Program is training aimed at preventing sexual abuse against Special Olympics athletes, as well as, ensuring the athletes' protection.

Please review the following instructions and information for completing Protective Behaviors Training Program. Thank you!

INSTRUCTIONS

STEP 1: Open the [Special Olympics Learning Portal](#)

Please note: The recommended browser is the latest versions of Mozilla Firefox & Google Chrome or Internet Explore 10 or above



Protective Behaviors

- If you have already created an account, log in with your email and password ([skip ahead](#))
- If you have not yet created an account, click “don’t have an account? Create one”

A screenshot of the Special Olympics Learning Portal login page. The page has a dark background with a photo of a person in a white shirt with "Spain" and "Honduras" visible. The text "SPECIAL OLYMPICS LEARNING PORTAL" is at the top. Below it, it says "Please enter your Email and password to login:". There are two white input fields for "Email" and "Password". A red "Login" button is below the fields. Below the button is a link for "Forgot Password" and a link for "Don't have an account? Create one" which is highlighted with a red box. At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version." A red arrow points from the "Don't have an account? Create one" link to the "Forgot Password" link.

Protective Behaviors



- Enter all of your information
- **Learning Area = Protective Behaviors**
- Click Submit

NEW USER REGISTRATION - PART I

User Title	--Select Title--	*
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email	<input type="text"/>	*
Gender	Select Gender	*
Date of Birth	<input type="text"/>	*
Mobile No/ Primary No	<input type="text"/> <input type="text"/>	*
Street Address	<input type="text"/>	*
City	<input type="text"/>	*
State	<input type="text"/>	*
Country	No Country	*
Learning Area	Protective Behaviors	*
Region	Select	*
Program	Select	*
Primary Language	<input type="text"/>	*
Additional languages and level	<input type="text"/>	*

Protective Behaviors



- Click “done” and log in to the email address you previously entered

NEW USER REGISTRATION

Thank You, you will receive your temporary login password via your email. Once received, please enter the site. You will be able to change your password through the Profile.

Done

- Once logged in to your email, find the email sent from Special Olympics and click “Activate Special Olympics Account”

Welcome to Special Olympics!

Hi Kellie,

Special Olympics is using Okta to manage access to web applications.

Your system administrator has created a Special Olympics user account for you.

Click the following link to activate your Special Olympics account:

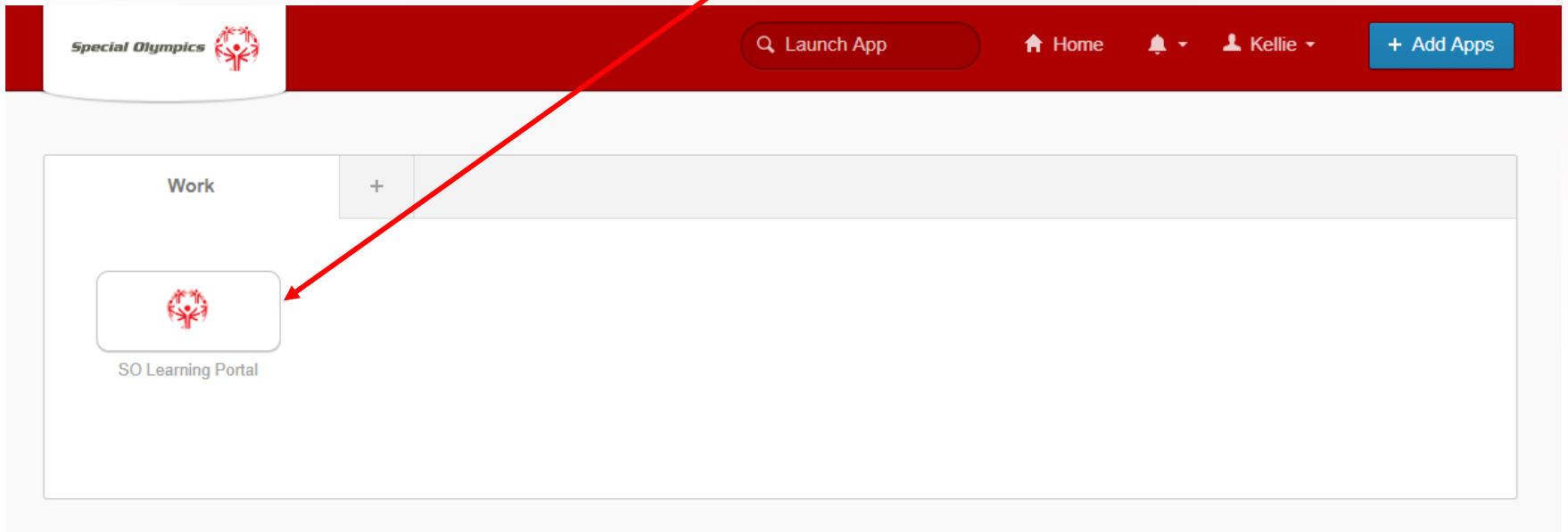
Activate Special Olympics Account

This link expires in 30 days.

Protective Behaviors



- Create your password and choose a security image
- Click on the SO Learning Portal




Protective Behaviors



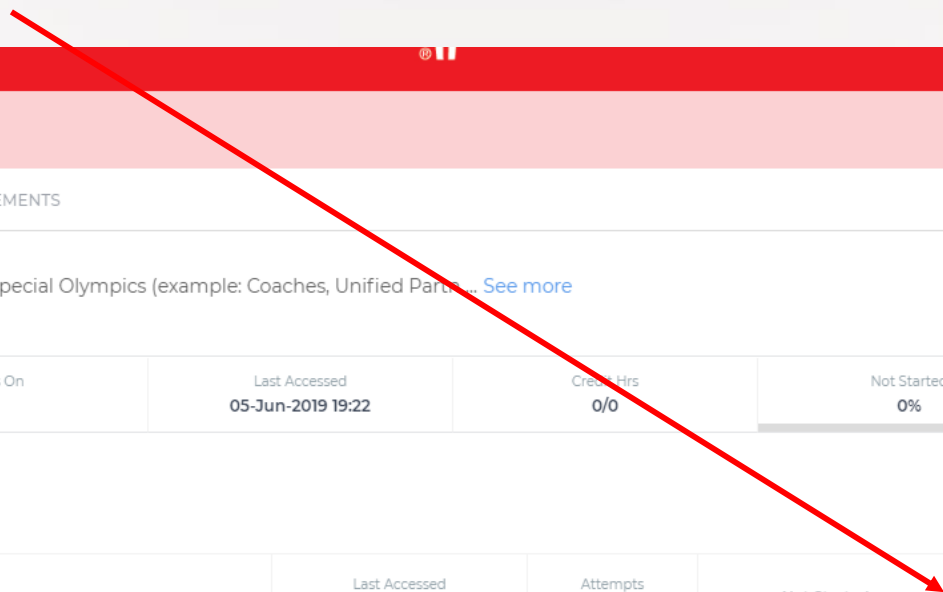
- Click "Play"



MY LEARNING ALL ▾ BY RECENT ▾ 📅 🔍

 PLAY	Protective Behaviors This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Progr...	Expires On -	0/0 Credit Hrs
LEARNING MATERIAL ASSIGNED		Not Started 0%	

- Click the play symbol



Protective Behaviors



OVERVIEW CONVERSATIONS ANNOUNCEMENTS

This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). [See more](#)

LEARNING MATERIAL **ASSIGNED**

Starts On 30-May-2019 09:30	Ends On -	Last Accessed 05-Jun-2019 19:22	Credit Hrs 0/0	Not Started 0%
--------------------------------	--------------	------------------------------------	-------------------	-------------------

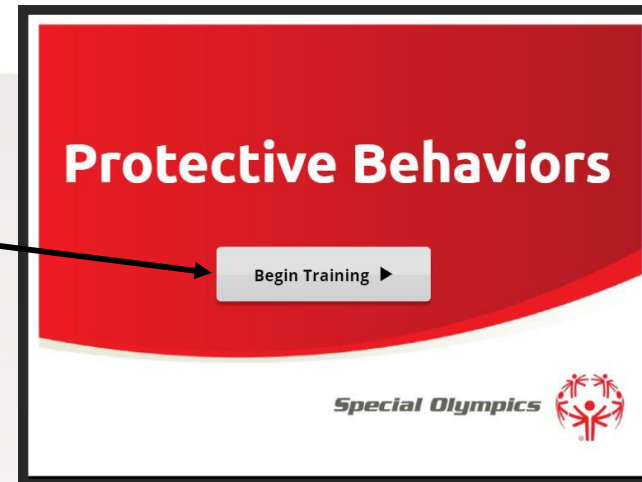
Protective Behaviors

	Protective Behaviors SCORM 12 Content	Last Accessed -	Attempts -	Not Started	
-------------------------------------------------------------------------------------	-------------------------------------------------	--------------------	---------------	-------------	---------------------------------------------------------------------------------------

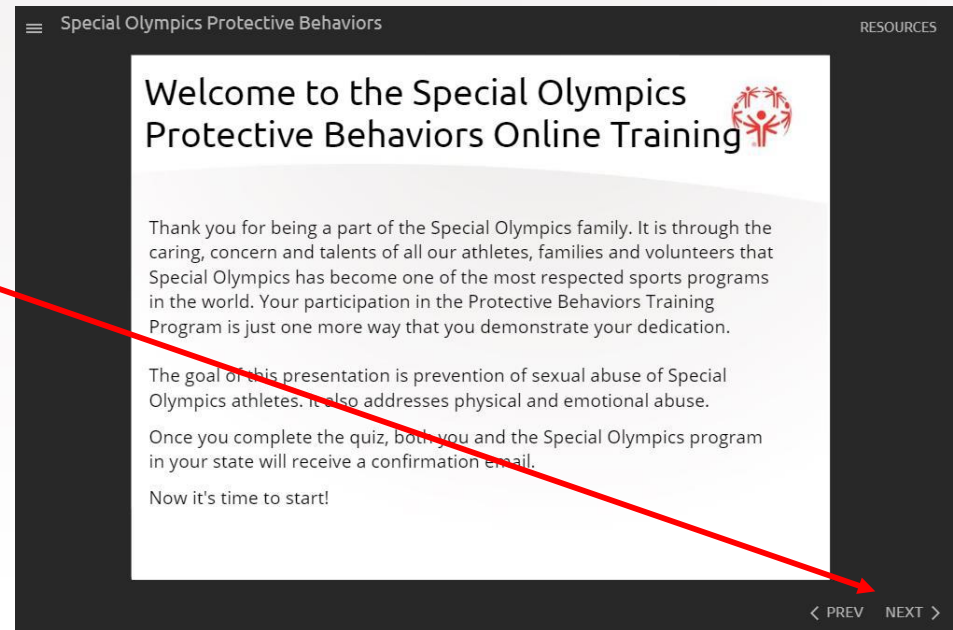
Protective Behaviors



- A new box should appear with the training. Click “Begin Training”



- Click 'next' as you go through and complete the training



Protective Behaviors



- Complete the pre-quiz and click 'submit' in the bottom corner. Repeat for all questions.

A screenshot of a quiz question titled "Special Olympics Protective Behaviors". The question is "1) When is it appropriate to withhold water from an athlete?". There are four radio button options: "When the athlete is underachieving and could use a 'water break' as motivation", "Only when the athlete is unprepared or uncooperative", "Never" (which is selected), and "When the weather is cool and water isn't really needed". The question number "16 of 35" is in the bottom right, and a "SUBMIT ✓" button is in the bottom right corner. A red arrow points from the text "Repeat for all questions." to the "SUBMIT ✓" button.

- Click 'submit' upon completing the final quiz

A confirmation screen with a red background. The text reads: "By clicking submit you are confirming that you have read and understand the information presented in this program." Below the text is a grey button with the word "Submit" and a right-pointing arrow. At the bottom right is the "Special Olympics" logo. A black arrow points from the text "Click 'submit' upon completing the final quiz" to the "Submit" button.

Protective Behaviors



- Once you click submit, the results are sent to the SOWI State office. You will receive a confirmation email and you will also be able to click and download a certificate

The screenshot shows a course page for 'Protective Behaviors'. At the top, there is a red header with the course title and a graduation cap icon. Below the header are tabs for 'OVERVIEW', 'CONVERSATIONS', and 'ANNOUNCEMENTS'. A descriptive text states: 'This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partn ... See more'. There are two buttons: 'LEARNING MATERIAL' and 'ASSIGNED'. A table displays course details:

Starts On	Ends On	Last Accessed	Credit Hrs	Completed
30-May-2019 09:30	-	05-Jun-2019 19:23	0/0	100%

Below the table is a small icon representing a certificate, with a red arrow pointing to it from the text above. At the bottom, a sidebar shows a list of items, including 'Protective Behaviors SCORM 1.2 Content' with a 'Completed' status and a play button icon.



Protective Behaviors

Q. How do I know my quiz was submitted

A. You will receive a confirmation email and a certificate

Q. What do I need to do now?

A. We recommend you print the certificates for your records, but the results will be sent directly to the State Office

Q. When do I need to complete the training again?

A. The training must be completed every three years

Q. What if I share an email with someone who needs to complete the training?

A. If the user shares an email and both need to take the training, a new email must be used. Only 1 profile per login



Protective Behaviors

- Minors under the age of 16 do not take the Protective Behaviors training. Class A minors under the age of 16 should complete the class A minor form and list two references.
- If a volunteer cannot remember their password on the Special Olympics Learning Portal, they should click “Forgot Password”. The volunteer should then receive an email shortly from noreply@okta.com. If they do not receive an email, they should check their spam folder.

Class A Application



- To begin, click on “Submit the Class A Volunteer Application online”

Class A Volunteer Application Process

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! By completing this volunteer application process and becoming a Class A Volunteer, you will assist SOWI in providing a safe and quality environment for Special Olympics athletes to train and compete.

These steps are to be completed only by individuals who are classified as Class A volunteers.

Once approved, Class A volunteers will receive a letter with their volunteer card. Please allow up to two weeks for processing of volunteer applications.

To Become a Class A Volunteer (for individuals 18 or older):

1. [Complete the online Protective Behaviors training and test](#)

2. **Submit the Class A Volunteer Application online.** Please ensure you have the following information to complete the form:

1. Date of Protective Behaviors test completion.
2. Agency Number/Young Athletes Number/UCS Number; it should be in the form of #-## (ex. 6-12). *You MUST include an accurate Agency Number for your application to be processed*; if you have not yet connected with an Agency or are unsure of your Agency Number please [contact your local Athletic Director](#).
3. Copy of photo identification (driver’s license, passport, school ID, or state issued ID; driver’s license must be provided if you will be driving in your volunteer capacity).

3. [Complete an order for a background check through Sterling Volunteers](#)

ALL STEPS MUST BE COMPLETED FOR A VOLUNTEER APPLICATION TO BE PROCESSED. If you encounter issues with the Protective Behaviors training and test, please contact learn@specialolympics.org. If you encounter issues with the background check process, please contact Sterling Volunteers at 855-326-1860, Option 3 or TheAdvocates@sterlingvolunteers.com.

Class A Application



- The Class A Application is broken into 5 sections. Section One is General Information including name, address, birthdate, etc. Please complete all required fields

Class A Volunteer Form

[Home](#) > [Get Involved](#) > [Volunteer](#) > [Class A Volunteers](#) > Class A Volunteer Form

Section One - General Information

Last Name: *(required)*

First Name: *(required)*

Middle Initial: *(required)*

If no middle initial, please put N/A

Home Address: *(required)*

Apartment/Unit Number

City *(required)*



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Class A Application



- Section Two is related to your Special Olympics Involvement. This section will ask for the Agency Number that you will be volunteering for. If you do not know, please contact [your local Athletic Director](#)

Section Two - Special Olympics Involvement

I have completed the online Protective Behaviors Training on: *(required)*

 Date Format: MM slash DD slash YYYY

[Protective Behaviors Training](#)

Please enter Agency Number/YA Number/UCS Number: *(required)*

4 of 5 max characters

You MUST include an accurate Agency Number for your application to be processed. It should be in the form of #-## (ex. 6-12). If unsure of your Agency Number please contact your local Athletic Director (contact information available at [Regions webpage](#))

Please check your volunteer category: *(required)*

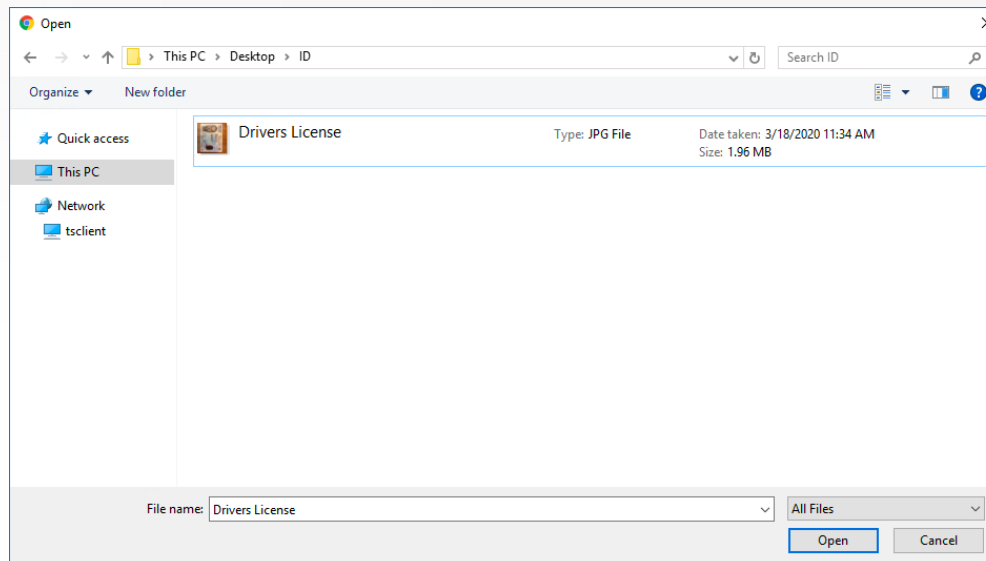
- Parent/Guardian
- Staff
- Intern
- Board of Directors
- Athlete
- Unified Partner
- Volunteer
- Coach/Chaperone

Year you began volunteer service for Special Olympics Wisconsin, if volunteered previously:



Class A Application

- Section Three references the screening information. Here, you will need to upload a photo ID. Please note: candid photos and selfies are not an acceptable form of a photo ID. To upload your photo ID, you can utilize one of the following ways:
 - Scan the ID and upload the pdf.
 - Take a picture of ID and upload the image
 - Upload any image (it's a required field) and email or mail in a photocopy of the image.



Class A Application



- If you are having difficulty, or unable to upload your photo ID, please email your photo ID to volunteer@specialolympicswisconsin.org
- Proceed to answer the remainder of the questions.

Section Three - Screening Information

Photo ID: *(required)*

No file chosen

Accepted file types: pdf, png, jpg, gif.

ID must be one of the following: state driver's license or state-issued ID, passport, student ID with photo, or military ID. Candid photos are not an acceptable form of photo ID.

All five questions below must be answered truthfully or you will be automatically disqualified

Do you use illegal drugs? *(required)*

- Yes
- No

Have you ever been convicted of a criminal offense? *(required)*

- Yes
- No

Have you ever been charged with neglect, abuse, assault, sexual assault or crimes involving violence or threat of violence? *(required)*

- Yes
- No

Has your driver's license ever been suspended or revoked in any state? *(required)*

Class A Application



- The last section, Section Four, discusses the volunteer agreement and requires you to agree to the terms and conditions as well as the Special Olympics Wisconsin Code of Conduct.

Section Four - Volunteer Agreement and Release

PLEASE READ CAREFULLY BEFORE SIGNING:

I hereby understand and/or confirm the following:

- The information provided above may be verified by SOWI at its sole discretion, and permission is given to SOWI to conduct a check of criminal and/or driver's license records, and to make inquiry of others concerning the applicant's suitability to be a volunteer at any time during my volunteer service with SOWI;
- I release SOWI from any and all liability which may be incurred as a result of the volunteer screening process;
- I acknowledge that I will be using facilities at my own risk and I, on my own behalf, hereby release, discharge and indemnify SOWI from all liability for injury to person or damage to my property;
- In the course of volunteering for SOWI, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
- The relationship between SOWI and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or SOWI;
- I grant SOWI permission to use my likeness, voice and words in television, radio, video, social media or in any form to promote activities of SOWI;
- I am responsible for informing SOWI of any changes to the information contained on this application;
- I have read and understand the [Volunteer Code of Conduct](#).



Class A Application

- After agreeing, you must include an electronic signature.

By signing this form I agree to all of the terms and condition applied as well as confirm my own identity *(required)*

Yes
 No

I have read and agree to the Special Olympics Wisconsin Code of Conduct *(required)*

Yes
 No

[Volunteer Code of Conduct](#)

Electronic Signature *(required)*

A handwritten signature in black ink, appearing to read "John Doe", is written inside a dashed rectangular box. A small circular icon with a refresh symbol is located at the bottom right corner of the box.

Date *(required)*

Date Format: MM slash DD slash YYYY



Class A Application

- When finished agreeing to the code of conduct and including your electronic signature, you must read the Equal Opportunity Disclosure. After doing so, select that you have read the disclosure, and click Submit to complete your Class A Volunteer Application

Special Olympics Wisconsin is an equal opportunity volunteer organization and will not discriminate on the basis of race, color, religion, gender, or national origin. Gender is requested solely for the purpose of conducting driver's license and criminal records checks. Strict confidentiality is maintained with all information given.

Please read the Equal Opportunity Disclosure *(required)*

I have read the Equal Opportunity Disclosure



Submit

Background Check



- Special Olympics Incorporated Volunteer Screening Policy requires SOWI to perform criminal background checks on all new and currently registered adult Class A volunteers. SOWI is required to use an Special Olympics, Inc. approved national vendor who uses a national database that includes the sex offender registry for each state in which the sex offender registry is available.
- Class A volunteers ages 18+ are required to complete the background check every three years
- This is an online component through Sterling Volunteers

Background Check



- To begin, click on “Complete an order for a background check through Sterling Volunteers”

Class A Volunteer Application Process

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! By completing this volunteer application process and becoming a Class A Volunteer, you will assist SOWI in providing a safe and quality environment for Special Olympics athletes to train and compete.

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Once approved, Class A volunteers will receive a letter with their volunteer card. Please allow up to two weeks for processing of volunteer applications.

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 3. Copy of photo identification (driver’s license, passport, school ID, or state issued ID; driver’s license must be provided if you will be driving in your volunteer capacity).
3. [Complete an order for a background check through Sterling Volunteers](#)


ALL STEPS MUST BE COMPLETED FOR A VOLUNTEER APPLICATION TO BE PROCESSED. If you encounter issues with the Protective Behaviors training and test, please contact learn@specialolympics.org. If you encounter issues with the background check process, please contact Sterling Volunteers at 855-326-1860, Option 3 or TheAdvocates@sterlingvolunteers.com.

Background Check



- If you have already created an account, click “Click here to login”
- If you have not yet created an account, begin filling out the fields below:

Login About Blog Get Support



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](#)

Set up security questions now

By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.



Thank you for choosing to spend your time volunteering with us. Before we bring you on board, there's just one more step: your background check. We have chosen [Sterling Volunteers](#) as our background screening partner. In order to place your background check order, fill out the form on the right to register with Sterling Volunteers. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!). We'll get the results of your check back in a few days. Once we review it, the real fun can begin - volunteering! We look forward to having you on our team!

Background Check




- After logging in or registering for an account, you will begin the Background Check.

Sterling Volunteers

My Profile About Blog Contact FAQ Logout **Get Verified** English


Begin Your Background Check

Special Olympics Wisconsin requires you to have a background check.


 A **√2 Advanced Criminal Locator Check** will be conducted on you.
[Learn More](#)
Cost of Background Check: \$10.00
Special Olympics Wisconsin Will Pay: \$10.00

In areas where administrative courts charge Sterling Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.

Step 1 of 4
This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

 **WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE**
[Learn more >](#)

* denotes required information

 Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name **separately**
- Enter your current legal name only. Nicknames or shortened names may cause errors and delays when processing your background check.

Background Check



- Step One of the Background Check will require your personal information (name,, SSN, birthdate, etc). After filling in the fields, click Continue

YOUR FIRST NAME [Learn More](#)
John

YOUR MIDDLE NAME
Jacob
 I don't have a middle name

YOUR LAST NAME [Learn More](#)
Doe

Your Suffix
Suffix

YOUR DATE OF BIRTH
January 1 1910

YOUR SOCIAL SECURITY NUMBER
123 45 789
 No SSN

WITH STERLING VOLUNTEERS, YOUR INFORMATION IS **SECURE**
[Learn more >](#)

GENDER
Male

CONTACT INFORMATION
555-555-5555 johndoe@gmail.com

CONTINUE

Background Check



- Step Two will be asking questions related to your address including address lines and how long you have lived there. Please click on the box underneath “How long have you lived at this address?” to open the calendar and select a date. When finished, click Continue

Sterling
Volunteers

My Profile About Blog Contact FAQ Logout **Get Verified** English ▾

Begin Your Background Check

Your Current Address

111 State Street

Address Line 2

Springfield

Wisconsin United States

53705

How long have you lived at this address?

8/2019 Present

Back **CONTINUE**

Step 2 of 4
Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE
Learn more >

Background Check



- Step Three will be the acknowledgement and disclosure. Please click all the checkboxes and type in your first and last name, exactly how you input them on Step 1. When finished, please click Continue

Sterling Volunteers

My Profile About Blog Contact FAQ Logout **Get Verified** English

Begin Your Background Check

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Special Olympics Wisconsin 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](#)

WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn more](#)

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 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:

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's notices "A Summary of Your Rights Under the Fair Credit Reporting Act" and "Consumers Have a Right to a Security Freeze."
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860, Option 3, www.sterlingvolunteers.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 an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, 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 Sterling Volunteers and/or the organization itself, and authorize Sterling 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 First Name: Your Last Name:

Values must equal

Background Check



- The last page, Step 4 will confirm that your information is correct. If so, please click the associated check box. If the information is not correct, please click “Go Back & Edit”.


A screenshot of the Sterling Volunteers website's background check confirmation page. The page has a white header with the Sterling Volunteers logo on the left and navigation links (My Profile, About, Blog, Contact, FAQ, Logout) and a 'Get Verified' button on the right. Below the header, the main content area is light gray. It features the heading 'Begin Your Background Check' and a sub-heading 'Confirm your personal information is correct'. There are two columns of input fields for Name, SSN, Gender, DOB, Phone, and Email. Below these fields is a checkbox labeled 'The Information above is correct.' with a 'Learn More' link. To the right of the checkbox is a 'Go Back & Edit' button. Further right, there is a 'Step 4 of 4' section with instructions to review personal information and provide payment details. At the bottom right, there is a red-bordered box with a padlock icon and the text 'WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE' and a 'Learn more >' link. A black arrow points from the text in the first bullet point to the 'Go Back & Edit' button.

Background Check



- You will also see a page that asks for a donation to help cover the cost of the background check. **Please note, the background check is free for the volunteer.** The donation is optional. Please select whether or not you would like to cover the cost of the background check and whether or not you would like to sign up for Fast-Pass. When finished, click **Submit Order**

Help Special Olympics Wisconsin Pay for your Volunteer Background Check



The cost to Special Olympics Wisconsin for your volunteer background check is \$10.00. If you are able to help defray the cost to the agency at this time, please consider a contribution.

And, by the way, any cost paid by you may be tax deductible! Please check with your tax advisor.

I will pay \$ to cover Special Olympics Wisconsin's cost of the order.

Not at this time

Sign up for the Fast-Pass

Yes! I would like to purchase the Fast-Pass for \$3.99.

No thank you.

[Show Order Detail](#) [Questions](#)

Your Background Check Order # 3455636

Level 2: Advanced Criminal History Record Locator Search Price \$10.00

ORDER SUMMARY

Total cost of Background Check	\$10.00
Amount Paid by Special Olympics Wisconsin	(\$10.00)
Donation	\$0.00

Sub-Total	\$0.00
Tax	\$0.00

Amount paid by me \$0.00

Submit Order

Background Check



- Once you click submit, the results are reviewed by Sterling Volunteers then sent to the SOWI State office. You will receive a confirmation page that shows that you have completed the background check

Sterling
Volunteers

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[About](#)

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[Contact](#)

[FAQ](#)

[Logout](#)

[Get Verified](#)



Congrats!

You're one step closer to becoming a Sterling Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when Special Olympics Wisconsin has reviewed your Background Check!

Order Number: 3455636 - 89750404

[Go to My Profile](#)

Background Check



Q. How do I know my background check was submitted?

A. You will receive a confirmation email

Q. What do I need to do now?

A. We recommend you print the certificates for your records, but the results will be sent directly to the State Office

Q. When do I need to complete the background check again?

A. The background check must be completed every three years

Q. What if I share an email with someone who needs to complete the training?

A. If the user shares an email and both need to take the training, a new email must be used. Only 1 profile per login