



## Volunteer Application Process

### A couple notes:

- Be sure to use the same name when completing each certification.
  - For record keeping, keep a receipt email (background check or general orientation) or download the certificate (from the protective behaviors or concussion training) for each coach's records. (Not required)
  - Internet is required to complete these trainings.
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1. **Fill Out Class A** – Please fill out this electronic form for the Class A information. This is the first step of receiving a background check which is the second step to this certification. Special Olympics Ohio will process your information provided in the Class into the background check company (First Advantage) after submission of Class A).
    - a. When processed on Wednesday, you will receive an email from “Special Olympics Ohio Inc.” (this email is sent to the provided email address you submit on your Class A). Please find this email and complete the prompt as soon as possible to finish the background check. \*Please see the picture below of what you can expect this email to look like.
      - i. This step includes submitting more sensitive information to the background check company and we have added this step for security purposes.
    - b. Upon completing the prompt from the Special Olympics Ohio Inc email, you are finished with your portion of the background check.
      - i. Upon completion, the applicant and the Local Coordinator will receive a receipt email of the submitted Class A.
    - c. When the results of the background check submission come back, the applicant and the Local Coordinator will receive an email alert.
    - d. This certification must be updated every 3 years.



## You have been invited to kick off your new background check



Special Olympics Ohio Inc <do\_not\_reply@FADV.com>

Wed 4/20/2022 8:40 AM

To: Hannah Lawrentz



### PROFILE ADVANTAGE

Welcome Hannah Lawrentz, Special Olympics Ohio Inc is inviting you to start your background screening process, powered by First Advantage.

**START**

Hannah Lawrentz,

**Special Olympics Ohio Inc** requests that you begin this simple process to initiate and complete a background screening with an easy to use application called Profile Advantage, powered by First Advantage. It's mobile-friendly, so you can start now and be done in just a few minutes. We recommend using Chrome, Firefox or Safari for the most optimal experience, though any browser should work fine. There is a limited time to complete the screening, so be sure to start today.

2. **General Orientation:** This certification explains the basics of Special Olympics Ohio, coaching, and an introduction to the many programs we offer as an organization. At the end of the PowerPoint is a link to the General Orientation Quiz where a score of 15/15 is required to be considered complete.
  - a. Please see the attached PowerPoint Presentation.
  - b. This is a one-time only certification.
3. **Protective Behaviors:** This course is to be completed on the learning portal. This course ensures all coaches and volunteers behave in an appropriate manner around everyone involved in Special Olympics Ohio. Please see the directions to complete this certification below.
  - a. This certification must be renewed every 3 years.
4. **Concussion Training:** This course is also completed on the Learning Portal. This course ensures that all coaches and volunteers know how to respond to head injuries or potential concussions and take precautions to reduce injuries. Please see the directions to complete this certification below.
  - a. This certification must be renewed every 3 years.



## Learning Portal Set Up:

5. Click on the link [here](#).
  6. Click "Register."
  7. Fill in the Registration Accordingly:
    - a. Learning Area: Protective Behaviors
    - b. First, Last, Email, Gender, DOB, Street Address
    - c. Region: SO-North America
    - d. Program: Ohio
    - e. Language
    - f. Verify and check boxes.
    - g. Click Register
  8. A verification email will be sent to the email address you provided. Find this email from OKTA and click on the green button that says "Single Use Special Olympics Account Activation Button"
    - a. This link will send you to a page to set your password.
  9. After setting your password, return to the log in page [here](#).
  10. Log In with the email address you provided and the password you just set.
  11. On the "My Learning" tab, you will find the 2 certifications you must complete that includes "Protective Behaviors" and "Heads Up Coaches Concussions in Youth Sports."
  12. Please complete the entire single module under Protective Behaviors and all 3 modules under the Heads Up Coaches Concussions in Youth Sports.
  13. Upon completion of the courses, the results will be automatically generated to a list your Local Coordinator will have for record.
- \*Tip: At the end of each certification, you will have the option to download the certificate of completion. If you save this and there is a discrepancy, the certificate is proof that you completed the certification.

After you have fully completed all of the certifications above, you will be considered a Sport Assistant!