

NEBRASKA REFEREE DEVELOPMENT PROGRAM INSTRUCTION • ASSESSMENT • MENTORSHIP • OFFICIATING

Information Concerning U.S. Soccer Background Screening

We have put together this guide to help you obtain a background screening through the U.S. Soccer Learning Center. Please note the following:

- A. A background screening is **only** required if you are age 18 or older. Referees who are age 17 and younger are not required to get a background screening.
- B. The background screening is a requirement of U.S. Soccer pursuant to U.S. Olympic and Paralympic Committee ("USOPC") policy. It is not a requirement imposed by NRDP.
- C. The background screening obtained through U.S. Soccer is valid for a period of two years.
- D. Unfortunately, the cost to obtain the background screening is \$30.00 plus credit card charges. No part of this payment is received by NRDP.
- E. This \$30.00 charge is in addition to the registration fee to obtain your license to referee.

All of the steps to complete the background screening application are described below. However, if you have any questions at all concerning this process, please contact Jim McVay at 402.630.7815, or by email at <u>licensing@nrdp.soccer</u>. Go to <u>https://learning.ussoccer.com/</u> and login using the username and password you created previously. Then click on the link at the bottom of the page for the Referee Program.



2. On the next page, place your cursor over **Courses** at the top of the page and then select **Available Courses**.



3. Click on Supplemental Courses.



4. Click on **Background Screening**.

U.S. SOCCER LEARNING CENTER	COURSES	GROUPS
AVAILABLE COURSES		
SafeSport		
Intro to Safety	UPCON	4ING GF
Background Screening		
Laws of the Game Update	TITLE	

NRDP.SOCCER FOR THE GOOD OF THE GAME 5. Note that the cost of the background screening is \$30.00 for two years, plus credit card processing, and the fee is nonrefundable.

In this session, you will be asked to provide information which will be used to conduct a background sci carefully to ensure that all information is provided accurately.

\$ COSTS
background screening: 30.00 USD
PLEASE NOTE: Payments for background screenings are non-refundable

6. Select the appropriate language.

LANGUAGE	
LANGUAGE	
English	

7. Click **Begin**.



8. Confirm the individual requesting the background screening.

CONFIRM US	ER (PAGE 1 OF 5)	×
Please confirm the individual for whom the backgro	und screening will be conducted	
•		
ВАСК	CONTINUE	

9. Review the **Website Terms of Use (Page 2 0f 5)**.

WEBSITE TERMS OF USE (PAGE 2 OF 5)

You must read and agree to the following statement (please read and scroll to the bottom).

U.S. Soccer's Terms and Conditions of Use

PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THIS SITE. By using this site, you signify your assent to these terms of u please do not use the site. We reserve the right, at our discretion, to change, modify, add or remove portions of these terms at any time. Please check the continued use of the United States Soccer Federation's (referred to as "U.S. Soccer", "we", "us", or "our" herein) site(s) following the posting of changes t Internet Privacy Policy) will mean you accept those changes.

Pactrictione On Ilea of Matariale

10. Check the box indicating you understand and agree, then click **Continue**.



11. Review the Electronic Communication Consent and Disclosure (Page 3 Of 5).

	ELECTRONIC COMMUNICATION CONSENT AND DISCLOSURE (PAGE 3 OF 5)	
	You must read and agree to the following statement (please read and scroll to the bottom).	
You have been authorized to complete o	e online documents and receive electronic legal notices in connection with your registration with National Center for Safety Initiative	s, LLC, ("NCSI"). During this

12. Check the box indicating you understand and agree, then click **Continue**.



13. Review the FCRA Acknowledgement (Page 4 0f 5).

FCRA ACKNOWLEDGEMENT (PAGE 4 OF 5)

You must read and agree to the following statement (please read and scroll to the bottom).

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552. A Summary of Your Rights Under the Fair Credit Reporting Act The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to:

14. Check the box indicating you understand and agree, then click **Continue**.



15. Review the **Disclosure Regarding Background Screening (Page 5 Of 5)**.

DISCLOSURE REGARDING BACKGROUND SCREENING (PAGE 5 OF 5)

You must read and agree to the following statement (please read and scroll to the bottom).

Pursuant to federal law, the United States Soccer Federation, Inc. ("U.S. Soccer") may obtain information about you from a third party consumer reporting agency to be used in part to determine your eligibility to register and/or participate in programming operated by U.S. Soccer, its organization members, or affiliates of the foregoing. In addition, under certain circumstances, U.S. Soccer may be

16. Check the box indicating you understand and agree, then click **Continue**.



17. Provide the **Personal Information** requested.

In order to initiate a background screening, you must complete all required fields below and select "continue." As a courtesy, certain information has been aut that all required fields are accurate, make any corrections needed, and complete any remaining information. Be sure to use your full legal name, as shown on ϵ and the name on your Learning Center user profile could delay processing. A Social Security Number is required in order to conduct a background screening. P payment, the information on this form is encrypted and transmitted to the background check service provider. U.S. Soccer does not store the information you

LAST NAME (REQUIRED)	A Social Security will not have acco
FIRST NAME (REQUIRED)	I DON'T H/
MIDLE NAME	SSN (REQUIRED)

18. Answer all of the Voluntary Disclosure Questions.

VOLUNTARY DISCLOSURE QUESTIONS

Instructions: Do NOT include in your responses any criminal offenses that have been dismissed, sealed or expunged or trials where you were acc Have you ever been convicted, or do you have a pending charge, of:

ANY FELONY-LEVEL OFFENSES? (REQUIRED)



ANY MISDEMEANOR-LEVEL OFFENSES INVOLVING ALL SEXUAL CRIMES, CRIMINAL OFFENSES OF A SEXUAL NATURE INCLUDING BUT NOT LIMITED TO, RAPE DISTRIBUTION OF OBSCENE MATERIAL, PROSTITUTION, INDECENT EXPOSURE, PUBLIC INDECENCY, AND ANY SEX OFFENDER REGISTRANT? (REQUIRED)

🕥 Yes 🔵 No

ANY MISDEMEANOR-LEVEL DRUG RELATED OFFENSES? (REQUIRED)

🔵 Yes 🔵 No

ANY MISDEMEANOR-LEVEL OFFENSES INVOLVING HARM TO A MINOR, INCLUDING, BUT NOT LIMITED TO, OFFENSES SUCH AS CHILD ABANDONMENT, CHILD I

🔵 Yes 🔵 No

19. Note the cost of the background check is \$30.00 plus a credit card processing fee.





21. Review the **Consent and Authorization – Background Investigation**.

CONSENT AND AUTHORIZATION - BACKGROUND INVESTIGATION

acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT (if applicable), and A SUMMARY JF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT AND OTHER STATE LAW NOTICES, and certify that I have read and understand both of those documents. I hereby consent and authorize the abtaining of "consumer reports" and/or "investigative consumer reports" by The United States Soccer Federation, Inc. ("U.S. Soccer") **at any time after receipt of this consent and authorization and throughout my employment or participation** as coach, volunteer, staff, board member, official or other authorized representative position (Position) within U.S. Soccer, if applicable. To this end,

22. Check the box indicating you understand and agree, then click **Continue**.



23. Review the information you provied to confirm that it is correct. Then click on **Proceed to Payment**.

REVIEW	
You are almost finished. Review the following informa changes. Click "Proceed to Payment	tion. Click "Back" at the bottom to make any " if everything is correct.
Terms of Use: Agreed	
Electronic Communication Consent and Disclosure: Agreed	
FCRA Acknowledgement: Agreed	
Background Screening Disclosure: Agreed	
First Name:	
Last Name:	
Address 1:	
City: Omaha	
State/Province: Nebraska	
Zip:	
Birthday:	
Contact email:	
Contact telephone:	
Acknowledgement and Authorization Acceptance: Agreed	
BACK	PROCEED TO PAYMENT

24. Provide your credit card information and select Submit Payment.

	Your cord will be obsraed with 31 21 USD
	Tour card will be charged with S1.21 USD
	Card number
	Full name
	MM / YY
	CVV
PLEASE NOTE:	proud partner Payments for background screenings are non-refundable

25. You will see a message indicating that your background screening has been submitted. Just click **Close**.



26. You will receive an email from U.S. Soccer acknowledging receipt of your payment for the background screening.



Dear James,

Thanks for your recent purchase in U.S. Soccer Learning Center.

You will find a receipt for your payment attached to this message.

You can also download a copy of your receipt from your profile at any time.

Click <u>here</u> to manage your email preferences

Regards,

The U.S. Soccer Referee Department

27. You will receive another email from U.S. Soccer indicating that your background screening has been initiated.



Dear James,

The email is to confirm that a background screening has been initiated for you through the U.S. Soccer Learning Center. Please keep in mind that it typically takes 10 business days for the process to be completed.

If you have questions, please contact us at referee@ussoccer.org.

Regards,

The U.S. Soccer Referee Department

NRDP.SOCCER

<u>Well done!!</u> You have completed all of the steps to have your background screening processed.

Although the process can take as long as ten days, it is usually completed sooner. Keep checking your U.S. Soccer Learning Center profile to see the status of the background screening. While your screening is being processed, you will see this message:

O D(

BACKGROUND SCREENING

NCSI result: Awaiting result

Date Submitted: Oct 5, 2021

If you have any questions at all concerning how to complete your 2022 Background Screening, please contact Jim McVay at 402.630.7815, or by email at <u>licensing@nrdp.soccer</u>.