

## Southeastern California Conference EMPLOYEE AB 506 POLICY & INSTRUCTIONS

**Policy:** All SECC employees are required to follow this SECC AB 506 policy for mandated reporter training and Live Scan background checks through the DOJ and FBI. This policy will now be required as part of the hiring process and applies to all employees that are already working, in any capacity (i.e., locally funded, on-call, part-time, or seasonal/temporary).

### Mandated Reporter Training Requirements:

- All employees must complete the two-hour online mandated reporter **General Training** on child abuse and neglect on the California State Department of Social Services website at <https://mandatedreporterca.com/>. Upon completion there will be a certificate of completion available. Save the certificate and upload the form to [LIVE SCAN](#).
- Pastors, you must complete the additional, profession specific training for “Clergy” on the website and turn in the certification of completion.

The mandated reporter training must be completed every 2 years and a new certificate of completion must be uploaded to SECC HR after each training.

### Live Scan Background Check and DMV Check:

- **(1) Receive the Certifix Account Flyer and Live Scan Form**  
Ensure you download the [Live Scan form](#) and the [Certifix Account Flyer](#). The Flyer will contain specific instructions or a code that the Live Scan location will use for billing. Both forms can also be downloaded from the Human Resources website. The Certifix form will provide the Live Scan Operator billing information for the scanning service, the employee does not have to pay out of pocket.
- **(2) Find a Certifix Live Scan Location & Make an Appointment**  
Locate a Certifix Live Scan location near you. You can visit the [Certifix website](#) for the nearest location. Please call the location beforehand to see if appointments can be made to avoid potential wait times.
- **(3) Bring All Necessary Documents to Your Live Scan Appointment**
  - Your government-issued photo ID (e.g., driver’s license, passport).
  - The Live Scan Form provided by SECC.
  - The Certifix Account Flyer for billing purposes.
- **(4) Get the Live Scan fingerprinted background check, that will be run through the DOJ and FBI.**
- **(5) Confirmation and Receipt**  
Once the Live Scan is complete, the technician will provide you with a receipt and/or confirmation. Please make sure to ask for a copy of your Live Scan Form as well and to upload it to [LIVE SCAN](#).
- **(6) DMV**  
If you will be driving on behalf of your position, a DMV check will need to be completed through Sterling at <https://www.ncsrisk.org/adventist/>. Pastors and SECC office directors/associate directors are required to get a DMV check/clearance. The results will be available directly to SECC.
- **(7) Clearance**  
The SECC Human Resources Department will provide the clearance for employees. We might want to add generally how long it takes to get a successfully cleared report back. This Live Scan only needs to be completed once during your employment with SECC.

**Questions?** Please visit the SECC Human Resources Department website at [Human Resources - Southeastern California Conference \(seccadventist.org\)](https://www.seccadventist.org/).