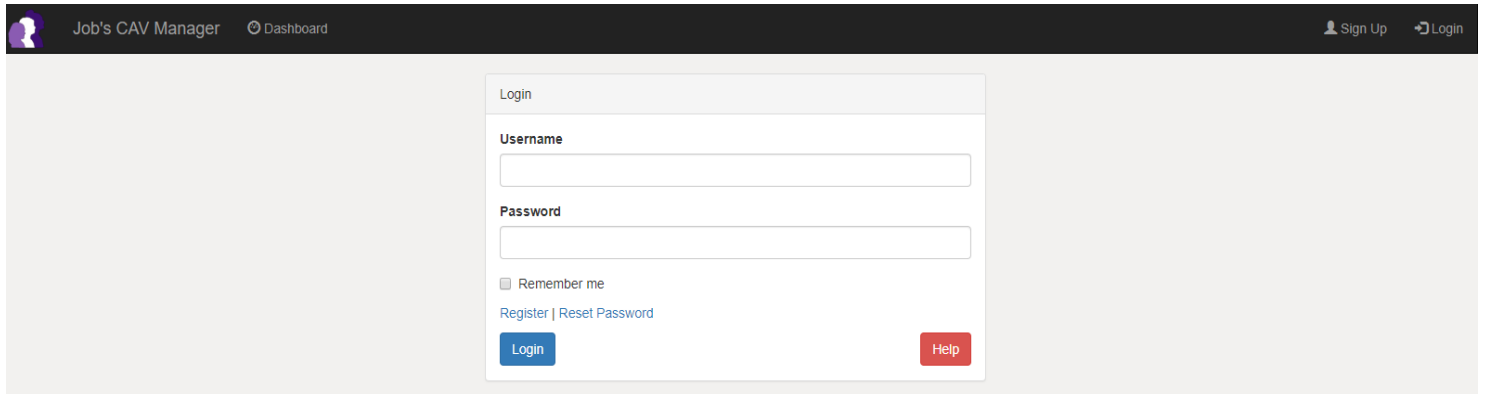


## CAV Application Instructions

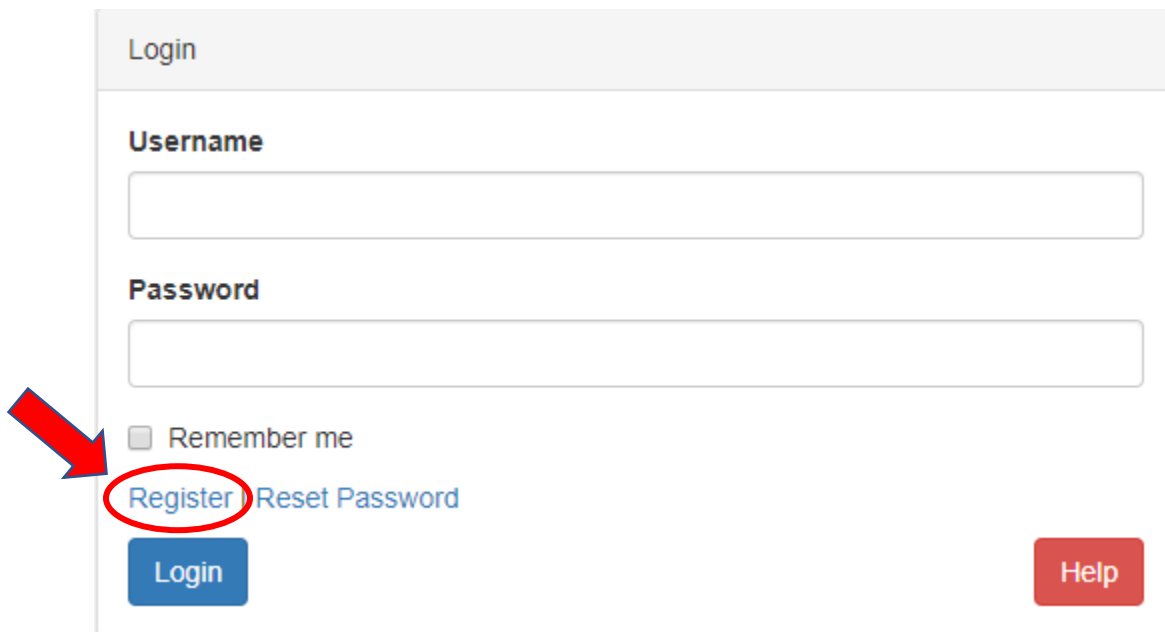
If you are applying for your CAV, please follow the instructions below to complete your renewal. Please remember that CAV Renewals will only be accepted as early as 90 day prior to your expiration date.

- ▽ Follow the link to the CAV Manager from the JDI website or simply go to [cav.jdint.org](http://cav.jdint.org). The screen should look like the image below.



The screenshot shows the 'Job's CAV Manager' interface. At the top, there is a navigation bar with 'Job's CAV Manager' and 'Dashboard' on the left, and 'Sign Up' and 'Login' on the right. The main content area features a 'Login' form with the following elements: a 'Username' input field, a 'Password' input field, a 'Remember me' checkbox, a 'Register | Reset Password' link, a blue 'Login' button, and a red 'Help' button.

- ▽ To create an account, click on **Register**.



This is a close-up view of the 'Login' form. The 'Register' link in the 'Register | Reset Password' text is circled in red, and a red arrow points to it from the left. The form includes a 'Username' input field, a 'Password' input field, a 'Remember me' checkbox, a blue 'Login' button, and a red 'Help' button.

- ▽ One the **Add User** page, you will create your own username and password. For your username, choose something easy to remember (your email address is highly recommended!)
  - Please be sure to write down your username so you remember it next year.

Add User

**Username**

**Email**

**Password**

**Password Confirm**

**First Name**

**Last Name**

Accept TOS conditions?

[Terms and Conditions](#)

[Submit](#)

- ▽ After entering your information and clicking **Submit**, you will receive a validation email. Follow the link from your email to do that.
- ▽ Once you have validated your account, you are ready to login and start filling out your profile.
  - Troubleshooting hint: If you receive an error telling you “Your username cannot be saved,” try logging in with the username and password you created. If that does not work, contact the **Supreme Office** for assistance.

- ▽ Login to your CAV online account on the login screen

Login

**Username**

**Password**

Remember me

[Register](#) | [Reset Password](#)

- ▽ Once logged in, you will be taken to the **Setup Profile** page
  - Click **Submit** once you have entered all your information

Setup Profile

CAV Number

Training Date

Training Location

Maiden Name (if applicable)

Sex  male  female

Date of Birth

2019 ▼ | October ▼ | 23 ▼

Place of Birth

Address

City


State Code (NE, IA, CO, etc.)

Zipcode

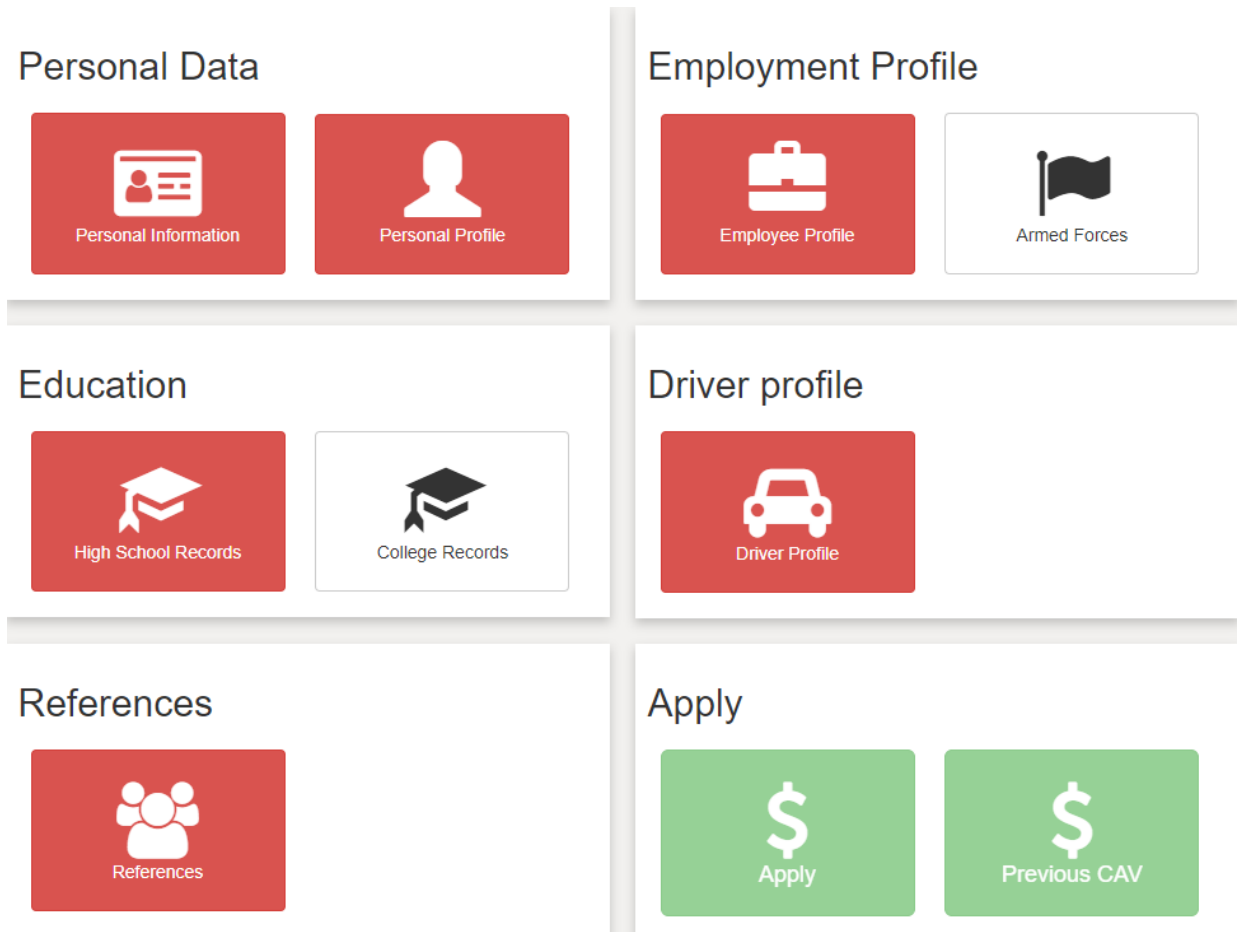
Home Phone

Daytime Phone

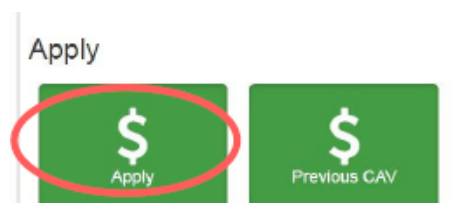
Previous CAV  Yes  No



- ▽ Once logged in, you will be taken to your **Dashboard** where all of your data boxes should be highlighted red.



- ▽ You will need to fill out **ALL** of your information (like an application) until all of the boxes are highlighted in green
  - Please note that if you do not have Armed Forces Service or College Records, you do not need to put any information in those sections.
- ▽ Once all of your boxes are green, click the **Apply** button located in the bottom right-hand corner of the **User Dashboard**.




- ▽ A **payment** box will pop up. Confirm that your information is up-to-date before entering your name in the box **Name of person(s) renewing**.
- ▽ Click **Add to Cart** to submit your payment.

### Apply For Your Background Check

Country  
United States/Canada \$50.00 USD ▾

Name of person(s) applying:

 **Add to Cart**

- ▽ Once you have submitted your payment, your **CAV training** will be verified by the Supreme Office. Once your training has been verified, you will receive the link to the background check in your email (see example below).

### Background Check Payment Recieved ▶ Inbox x



sgc@iojd.org via sender.jdint.org  
to me ▾

### We have recieved your payment for the background check!

If you are in the US, please click the following link to finish the process:

[American Background Checks](#)

If you are in Canada, click the following link and use the coupon code JDICSI when checking out.

[Canadian Background Checks](#)

Detailed instructions for the Canadian background check process can be found here

[Canadian Background Check Walkthrough](#)

- ▽ US Applicants will be taken to a page that looks like the image below
  - Enter your name and email before clicking **Login** to submit the rest of the information for your background check.



### Welcome

Please enter your Personal Information in the fields below to gain access and begin this application process. Thank you.

First Name: \*

Last Name: \*

Email: \*

- ▽ Canadian Applicants will be taken to the **CSI** homepage. It should have the following image at the top.
  - Follow the instructions included with the link email to complete your background check.



- ▽ Once your background check has been completed, the Supreme Office will finish processing your application. You will be issued a CAV number and expiration date. An approval email with an electronic copy of your CAV card will be sent to you.

**Job's Daughters International  
Supreme Guardian Council**

**Your Name Here**

Is a Certified Adult Volunteer

CAV #                  Expires

Renewals are due 30 days Prior to expiration

**\*\*Important note for CAVs in Pennsylvania and Washington.** Please submit your additional paperwork via email to the **Supreme Office** ([sgc@iojd.org](mailto:sgc@iojd.org)). The forms can be found at [jobsdaughtersinternational.org](http://jobsdaughtersinternational.org) under **Youth Protection – CAV Forms**

**\*\*Queensland CAVs –** please submit a copy of your blue card