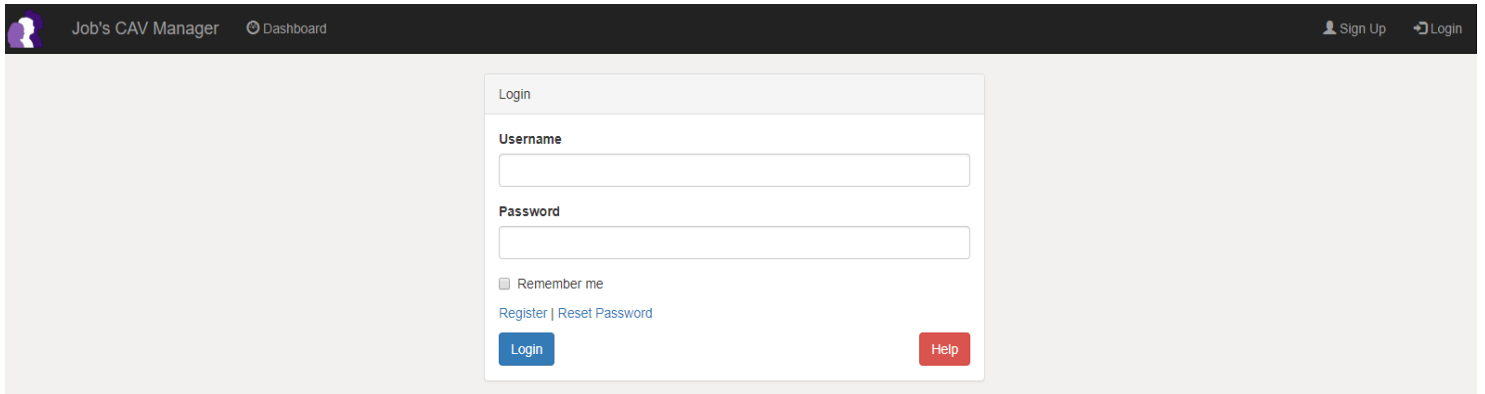


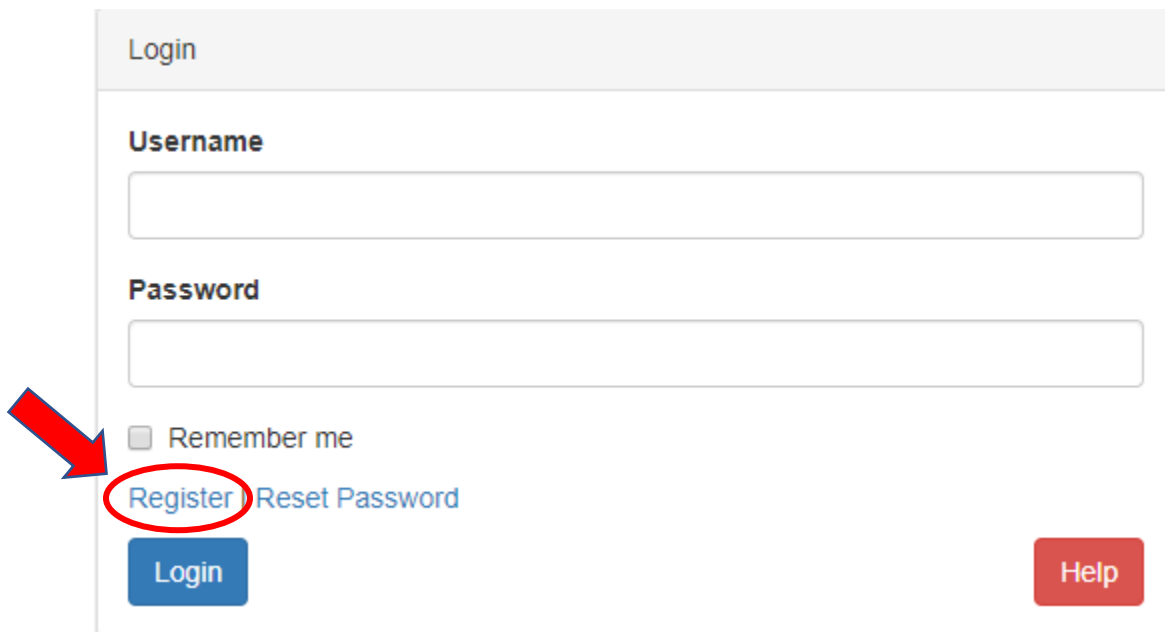
## CAV Application Instructions

If you are applying for your CAV, please follow the instructions below to complete your application. Please remember that your CAV training is only valid for 6 months.

- ▽ 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.



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



- ▽ 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 (office@jdint.org)** 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.

**Personal Data**

- Personal Information
- Personal Profile

**Employment Profile**

- Employee Profile
- Armed Forces

**Education**

- High School Records
- College Records

**Driver profile**

- Driver Profile

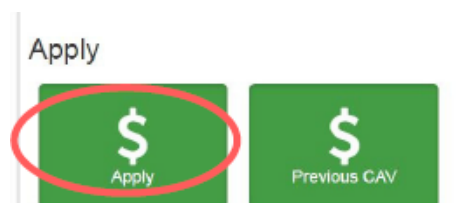
**References**

- References

**Apply**

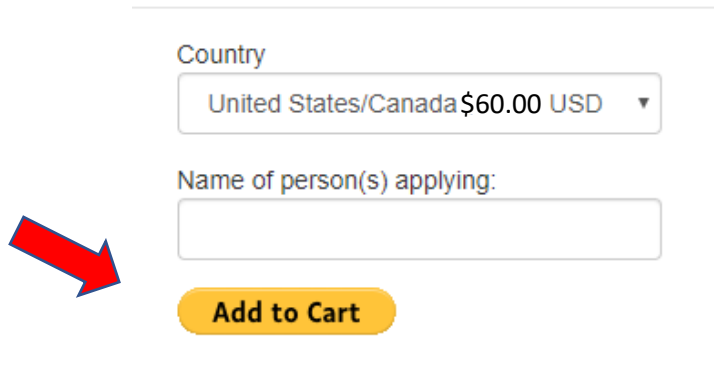
- Apply
- Previous CAV

- ▽ 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) applying**.
- ▽ Select your **Country** from the drop-down menu (Brazil, US/CAN, Philippines, AUS)
- ▽ Click **Add to Cart** to submit your payment.

## Apply For Your Background Check



Country

United States/Canada \$60.00 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 an email with information regarding the background check. This information will vary depending on your location (US/CAN, Brazil, Philippines, etc.).

## UNITED STATES & CANADA

- ▽ Applicants from the United States and Canada will receive an email with the subject **CAV Background Check**

CAV Background Check  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 the state of Pennsylvania, you must complete the following forms in order for you application to be considered complete.

[Checklist for PA applicants](#)  
[PA Release Form](#)

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](#)

- ▽ **United States Applicants** will be taken to a page that looks like the image below
  - Enter your information and attach any additional paperwork using the file upload option.
    - The additional paperwork includes the **Washington driver's form and the state required Pennsylvania forms**. The forms and additional information can be found on the JDI website under **Youth Protection**
  - After filling out the information click next to continue the process.

Welcome

Address History

Sign

Thank You

## Welcome

Thank you for your interest in Job's Daughters International.

Have you already started? Pick up where you left off.

[Resume Application](#)

### APPLICANT INFO

Name \*

*First*  *Middle*  *Last*

DOB \*

Email \*

SSN \*

Driver's License \*

*Number*  *ST*

### REQUESTED DOCUMENT(S)

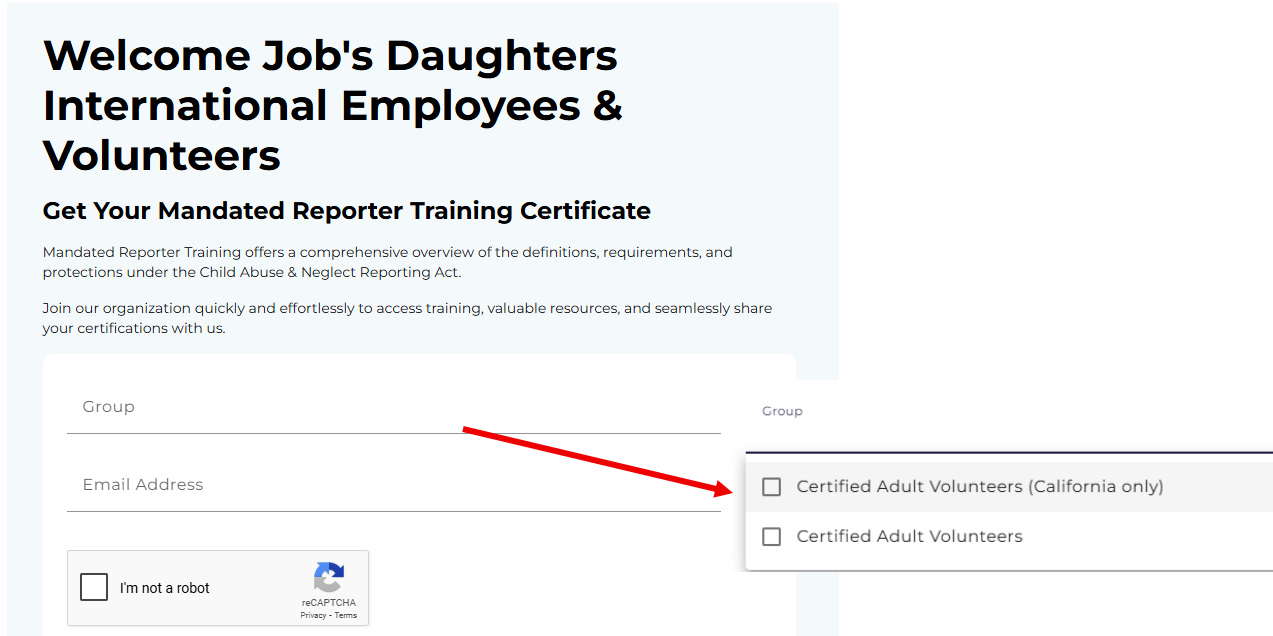
Depending on your State of Residency (specifically PA), your MVR screening may have required additional documents that you should have received from Job's Daughters International. If you received these additional documents, please upload them below:

[Upload](#) Additional Motor Vehicle Documents (optional)

[Next](#)

▽ **Mandated Reporter Training – NEW**

- All new applicants in the U.S. & Canada are now required to complete a Mandated Reporter Training – a two-hour online class
  - Click the following link to access the class  
<https://invite.mandatedreportertraining.com/uxhcu>
  - The link will take you to a page that looks like the image below. Select your group (Certified Adult Volunteers or Certified Adult Volunteers (California only)), enter your email address, and click the box next to **I'm not a robot** before clicking the Submit button at the bottom of the screen.



- On the next page, you'll enter your name and information and create a password (see image below). Once you have entered all of your information, click **Create Your Account**.

[Register to join Job's Daughters International](#)

## Register and Start Training

First Name*	Last Name*
Email Address [redacted]@gmail.com	Confirm Email Address [redacted]@gmail.com
Password* <input type="password"/>	Confirm Password <input type="password"/>
Preferred Language	Zip Code
<b>Create Your Account</b>	

By signing up, you accept our [Terms Of Use](#) and [Privacy Statement](#)  
Already have an account? [Log In](#).

- After clicking **Create Your Account**, you will be taken to the login page where you will enter your email address and the password you just created. Click **Log In** to access the training.

**Log In**

Email Address\* [redacted]@gmail.com

Password\* [toggle eye icon]

**Log In**

[Forgot Password?](#)  
Don't have an account? [Register](#)

- After logging in, you will see your **My Trainings** page. This page will show you the status of your training course. The Mandated Reporter training is an on-your-own pace type of course which means you can do a portion of the course, close out of it, and the site will save your progress. You'll be able to start where you left off.
- To start the course, click **Start Course**.

Mandated Reporter TRAINING

Job's Daughters Internati...  
Org Admin

**My Trainings** [Browse Trainings](#)

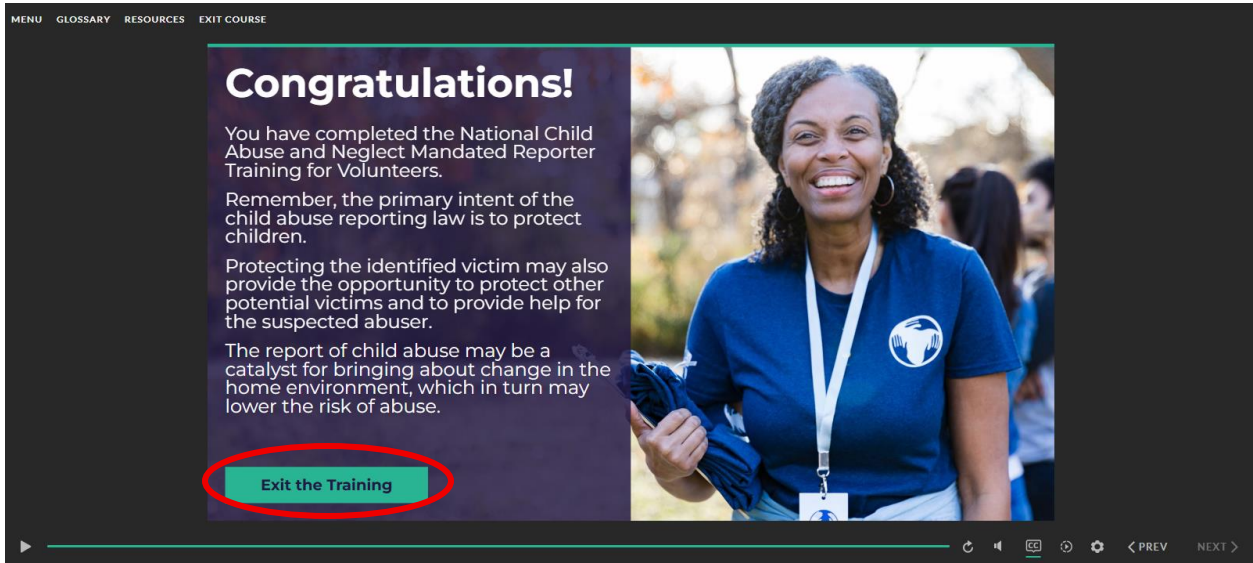
Mandated Reporting - Child Abuse | NATL  
Volunteers ○—○—○ **Not Started**

<input type="radio"/> Volunteers	Incomplete	<b>Start Course</b>
<input type="radio"/> Volunteers Exam	Incomplete	Start Exam
<input type="radio"/> Certificate	Incomplete	Manage

[Training Details](#) [Remove Training](#)

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- At the end of the course, you will answer several questions in response to several scenarios. Once you have done that, you will see the **Congratulations** page. Click **Exit the Training** to exit the course. **Important note: While the course portion of the training is complete, you still have an exam to do before your training is complete overall.**



- After you click **Exit the Training**, you will be taken back to the **My Trainings** page where it will give you the option to start the exam. You **MUST** do this in order for your training to be considered complete.

## My Trainings

[Browse Trainings](#)

Mandated Reporting - Child Abuse   NATL Volunteers	Progress	Status	Action
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Complete	<a href="#">Review Course</a>
<input type="checkbox"/> Volunteers Exam	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete	<a href="#">Start Exam</a>
<input type="checkbox"/> Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete	<a href="#">Manage</a>
<a href="#">Training Details</a>			

- After clicking **Start Exam**, a page like the image below will pop up. Click **Take the Final Exam** to start the exam. You must score an 80% (8 out of 10) to pass the exam.



- Once you've completed the exam, you'll be taken back to the **My Trainings** page where it should show that the course is complete and that your certificate is available. If you've joined through the Job's Daughters International link, you may not need to share a copy of your certificate with the Supreme Office, however, it is available for you to download if necessary.

Mandated Reporting - Child Abuse | NATL  
**Volunteers** Complete ^

✓ Volunteers	Complete	<a href="#">Review Course</a>
✓ Volunteers Exam	Complete	<a href="#">Start Exam</a>
✓ Certificate	Complete	<a href="#">Manage</a>

[Training Details](#)

- Your certificate will look like the image below

**Certificate of Completion**

[Share With An Associated Organization](#) [Download](#) [Share On Social](#) [in](#) [X](#) [f](#)

**Mandated Reporter TRAINING**  
**CHILD ABUSE & NEGLECT**  
Volunteers

**CERT-02296685**  
Child Abuse & Neglect Mandated Reporter Training

Presented To

**Date**  
October 7, 2025

**Expire Date**  
October 7, 2027

**Volunteers**  
Volunteers | 15 hours  
Volunteers Exam

- ▽ **Canadian Applicants** will be taken to the **CSI Background Screening** homepage.
  - Follow the instructions included with the link email to complete your background check.
    - Be sure to use the JDI coupon code when checking out. The code is: **JDICSI**
  - **Mandated Reporter Training – NEW**
    - All new applicants in the U.S & Canada are now required to complete a Mandated Reporter Training – a two-hour online class
      - Click the following link to access the class & see the instructions above to complete the course:  
<https://invite.mandatedreportertraining.com/uxhcu>

## AUSTRALIA

- ▽ **Australian Applicants** – you do not need to complete a background screening through JDI. Simply submit a copy of your blue card to the Supreme Office via email ([office@jdint.org](mailto:office@jdint.org))

## BRAZIL

- ▽ **Brazil Applicants** you will receive an email outlining what you need to submit for the background check. The requested items should be sent via email to the Supreme Office ([office@jdint.org](mailto:office@jdint.org)). They include the following:
  - **Other Services Consent Form** (form from background company)
    - You will select **Criminal Record Search – Outside Canada**
  - Mother’s full name (including maiden name)
  - 2 pieces of ID

## PHILIPPINES

- ▽ **Philippines Applicants** you will receive an email outlining what you need to submit for the background check. The requested items should be sent via email to the Supreme Office ([office@jdint.org](mailto:office@jdint.org)). They include the following:
  - **Other Services Consent Form** (form from background company)
    - You will select **Criminal Record Search – Outside Canada**
  - **Philippines NBI Release Form**
  - 2 pieces of ID
- ▽ 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.

