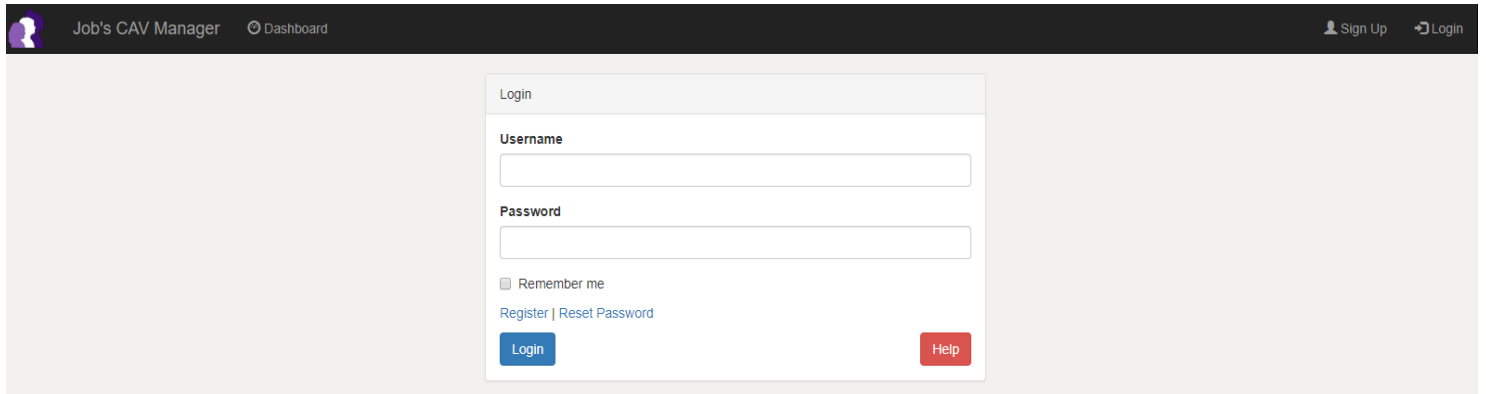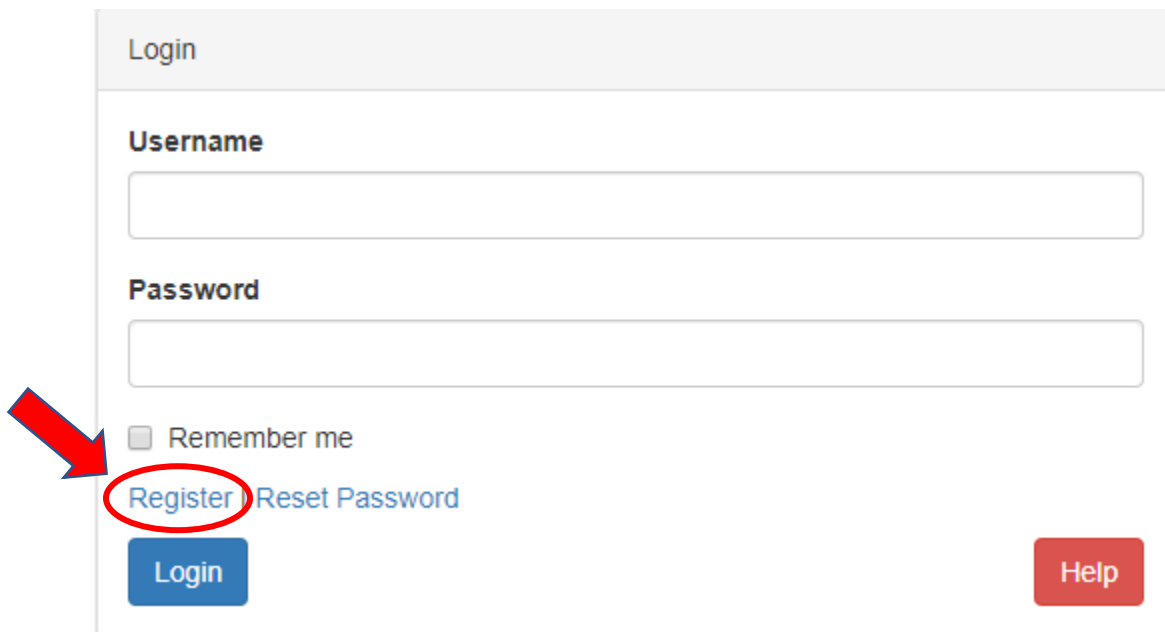# CAV Application Instructions

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. 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.

▽ 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

[Login]   [Help]

▽ 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

[Submit]

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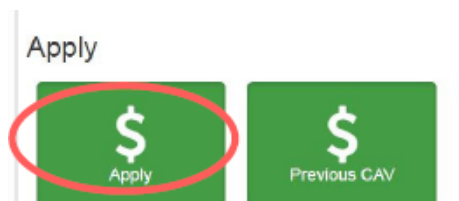
∇   A **payment** box will pop up. Confirm that your information is up-to-date before entering your name in the box **Name of person(s) renewing**.

∇   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 ×

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
  o 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**
  o After filling out the information click next to continue the process.

∇   Canadian Applicants will be taken to the **CSI** homepage. It should have the following image at the top.

      o   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**

∇   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 (sgc@iojd.org)

∇   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