AmeriCorps NCCC

Corps Member Application Checklist

1. Create your My AmeriCorps Applicant Account:

- ☐ Create your My AmeriCorps Account at http://my.americorps.gov
- ★ Make sure to keep your contact information up to date throughout the entire process

2. Complete and Submit Application by Deadline

- ☐ Create/Update Application and complete all required fields (references do not need to be complete at this time, but must be listed in the references section and their names must be checked)
- ☐ Submit Application to desired AmeriCorps NCCC listing *(to NCCC and/or to FEMA Corps)*

3. Receive Acknowledgment of Application to NCCC (within 1 week of Step 2)

- ☐ Receive application acknowledgement packet via email and via physical mail
- ☐ Contact incomplete references *(contact references or reach out to new ones to ensure that 2 are completed)*

4. Call to Complete your Application at 1-800-942-2677 (immediately after Step 3)

- ☐ Call the National Service Hotline to answer required Pre-Assessment Questions (composed of 9 yes or no questions; will take approximately 15 minutes)

5. Application Assessment (within 1 week of Step 4, if references are complete)

Returning members' previous campus will be contacted for a recommendation and may take longer than 1 week. No action is required by returning members.

- ☐ Assessment completed by an Assessor *(your My AmeriCorps Account application status will be changed to "Assessment Complete")*
  Note: Interviews are only conducted when additional information is required

6. Await your Campus or Waitlist Invitation via EMAIL (within 1-11 weeks of Step 5)

- ☐ Accept your campus or waitlist* assignment online in your My AmeriCorps Account within 2 weeks (*10 business days*)
- ☐ Receive clearance forms via physical mail with Invitation or Waitlist Packet
  - ☐ Fingerprint Card
  - ☐ Medical history form (2-sided)
  - ☐ All four required FEMA Security forms (*FEMA Corps applicants only*)
- ☐ Complete, sign, and return clearance forms to NCCC HQ within 2 weeks (*10 business days*)
- ☐ Complete online Applicant Survey

*Waitlisted applicants will remain in this stage until there is an opening. If selected, you will then receive a campus assignment.

7. Receive your Clearance for Service via EMAIL (within 3-12 weeks of Step 6)

- ☐ Once you are legally and medically cleared, receive Welcome Packet and forms for your assigned campus via email
- ☐ Complete and return Welcome Packet forms to your campus within 10 days
- ☐ Receive travel itinerary **one to two weeks prior to campus arrival** via EMAIL
- ☐ Confirm travel itinerary with the Member Support Specialist (MSS) at your campus

Corporation for NATIONAL & COMMUNITY SERVICE

For more information, visit: www.nationalservice.gov/nccc or call 800-942-2677 (TTY 800-833-3722).

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