



AmeriCorps NCCC

Currently Serving Member Application Checklist

It is YOUR responsibility (not the NCCC campus staff's) to ensure that all steps are completed. If you are unsure of or have received conflicting information about reapplying to NCCC, please email ANCCC@cns.gov for assistance.

1. Update your My AmeriCorps Applicant Account:

- Update your My AmeriCorps Account at <http://my.americorps.gov> and keep your contact information current throughout the entire process (*This includes current mailing address, email address, and phone numbers*)
 - Make sure** that your **NCCC campus's mailing address** is your current mailing address
- Update your application to include your current service term in the experience and community service sections.

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)
- Update references to include at least one of your Unit Leader and/or Team Leader
- 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

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. Await your Application Assessment

- ★ Assessments for Summer applications will be completed by May 1st
- ★ Assessments for Fall applications will be completed by July 1st
- ★ Assessments for Winter applications will be completed by November 1st

*Region Directors (RDs) will be contacted for recommendations after the application listing closes (10/1 or 4/1, depending on cycle). No action is required by currently serving members. **NOT ALL APPLICANTS WILL BE SELECTED FOR AN ADDITIONAL YEAR.***

- Assessment completed by an Assessor once RD recommendations have been received and references are complete (*your [My AmeriCorps Account](#) application status will be changed to "Assessment Complete"*)

6. Await your Campus or Waitlist Invitation via EMAIL (within 2 weeks of Step 5, **if recommended**)

- Accept your campus assignment online in your [My AmeriCorps Account](#) within 2 weeks (*10 business days*)
- Receive clearance forms via physical mail with Invitation 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

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

- Once legally & medically cleared, receive Welcome Packet with 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