



AmeriCorps NCCC Application Checklist

1 . Applicant Profile:

- My AmeriCorps Profile created
- All required fields in Profile complete
- Listed mailing address is accurate for receiving time sensitive documents by mail

2. Application Completion:

- Application created
- All required fields in Application complete (references do not need to be complete at this time, but must be listed)

3. Application Submission:

- Application Submitted to desired AmeriCorps NCCC Cycle

4. Acknowledgment of Application to NCCC:

- Application acknowledgement packet received in mail
- All references complete

5. Application Assessment:

- Assessment scheduled within 10 days of receiving acknowledgment packet
- Required Pre-Assessment Questions Answered (9 yes or no questions)
- Assessment conducted

6. Application Accepted to AmeriCorps NCCC:

- Application clearance forms received by mail
 - Fingerprint Card
 - Medical history form (2 sided)
 - Online survey
- Application clearance forms completed, signed, and returned within 10 days
- Online Survey Complete

7. Campus Assignment:

- Campus assignment received
- Accepted campus assignment online in “My AmeriCorps” Account
- Welcome Packet from assigned campus received by mail

- Welcome Packet forms completed, signed, and returned to campus
- Travel Itinerary Received via EMAIL
- Travel Itinerary Confirmed

8. Campus Arrival:

- Ready to serve!!