

Congratulations! You are enrolling in AmeriCorps State and National! Here are a few things that can help you navigate the enrollment process. It can be a little confusing, so if you ever need help, please feel free to email or call your **campus coordinator** who is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* First, let’s make sure you are eligible. Check out the eligibility requirements at https://www.uhean.org/prospective-member-faq
* There are 3 focus fields available in our program: **Education**, **Healthy Futures**, or **Capacity Building**. Which field will you pursue at your school? ***Circle one:* ED HF CB** *(If you are unsure which field is the best fit, contact your campus coordinator for focus area descriptions)*
* Will you be enrolling in a 300, 450, or 675-hour term? ***Circle one:*** 300 hours = $1,289; 450 hours = $1,612;

675 Hours = $2,332.90

* You know your AmeriCorps Campus Coordinator, but you will also need a **Site Supervisor**. Do you already have one? Write their name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(If you are unsure, contact your Coordinator)*
* Now you are ready to attend an orientation. Your Coordinator can help you find the next available orientation. *(Take notes—there is a test!)*
* After you complete the orientation, follow the link in the video description or on the enrollment process webpage to take the quiz: <https://www.uhean.org/enrollment-process>. Take the quiz as SOON AS POSSIBLE. Once you receive an 80% or above on the quiz *(feel free to take it multiple times if necessary)* the UHEAN AmeriCorps office will send you a link to gather your “Enrollment Information” Please watch your email and follow the link and fill it out as quickly as possible.
* You will need to meet with your Campus Coordinator so they can give you a Position Description. Please fill it out, sign it and then give it to you **SITE SUPERVISOR** to sign, then pick it up from your Site Supervisor and take it back to your **Campus Coordinator** WITH your ID.
* The UHEAN AmeriCorps office will need a few days/a week to get started on creating two profiles for you. While you wait you can do a couple of things:
  + First, collect your Position Description from your Site Supervisor and take it to your campus coordinator*)*.
  + Save yourself another trip later and bring your ID with you.
  + Watch for some emails! You can add a few emails to your contacts, or remember to be checking your spam.
    - [americorps@uhean.org](mailto:americorps@uhean.org)
    - [myamericorps@americorps.gov](mailto:myamericorps@americorps.gov)
    - [Ipt\_emailer@secureserver.net](mailto:Ipt_emailer@secureserver.net)
* You will be asked to complete enrollment forms for the UHEAN AmeriCorps database called IPT. You will also be asked to create an account in the National AmeriCorps Portal, which you will use to track your education award after you complete your term, and complete the enrollment form found there. **You will need BOTH accounts, IPT (at runipt.com) & your AmeriCorps Portal (at my.americorps.gov.)**
* Now you will need to be fingerprinted, but here is where it gets a little tricky. **You cannot be fingerprinted until you have signed an Enrollment Eligibility Verification** *or (EEV)* form that will be on your new IPT profile. Here is the easiest way to do fingerprints: When you get an email asking you to sign your EEV, visit the fingerprint locations page on the UHEAN Website under the Prospective/Enrolling member tab. Find the location that will work best, then follow the instructions.

Now that **everything is done**, and you have double checked with your campus coordinator, you will be enrolled on the next enrollment date. There are two start dates every month on the 1st & the 15th. You can begin counting your hours after you are fully enrolled (and have fingerprints either taken or scheduled.) When you begin your term, remember on the first of each month to turn in the last month’s Monthly Service Hour Record and Monthly Progress Report Forms. (The time you spend filling these out can count as “Member Development Hours.”) UHEAN.org has video tutorials if you forget how to fill them out. **Now Let’s Get Stuff Done!**