

Document Checklist/Center Director Sign-off

Please insure that all requested documents are submitted. Any missing or incomplete documents will delay the reviewing process.

- Trainee Information Sheet
- Applicant Commitment Essay
- Updated Resume
- Instructor Recommendation
- Basic TAR's
- Copy of Certificates
- Counselor Recommendation
- Last 3 Performance Evaluations (CIS printouts)
- Copy of Social Security Card
- Copy of Driver's license
- Copy of High School Diploma or GED
- CIS Student profile/ETA 640
- Updated Personalized Career Development Plan (PCDP)
- Center Standards Recommendation
- Case Notes - full length enrollment (print "List Detail", no individually printed notes)
- Student Conduct profile – full length of enrollment
- Signed Dress Code Agreement
- Medical Records (sealed in a confidential envelope)
- Wellness Checklist (submit in Medical Records envelope)
- Signed HIPPA (Submit in Medical Records envelope)
- Medical Enrollee Consent
- Medical Insurance Coverage
- Minor Consent Forms (if applicable)- (1) health Services (2) Off Center Activities
- Copy of completed WBL hours (completion **required** before acceptance in program)
- Student clothing Allotment Report
- Statement of Earnings and Leave
- Commitment of Completion
- Director Signed-off (Document Checklist)

I Certify that _____ meets the eligibility criteria for transfer to Shriver Job Corps Center. I recognize this trainee may be returned to the center additional training if she/he is unable to meet the basic competencies within the first 30 days. Student will need to reapply for admission.

Center Director

Date