



**To Whom It May Concern:**

Thank you for referring your student to the Transportation Communication Union/International Association of Machinists (TCU/IAM) program at Excelsior Springs Job Corps Center. Our TCU team looks forward to working with you and your potential candidate.

Below is the list of items you should copy and send to us for review within 7 days of receiving the TCU/IAM Acceptance letter. We ask that all items be compiled and sent in 1 (one) single envelope/ mailing to my attention and addressed as indicated at the bottom of this page.

*Note: Please be sure that the information you send is complete and exactly as requested so that your application may be processed in a timely manner and not delayed.*

- Regional approval letter or email indicating approval to transfer between Regions.
- TCU letter of approval/acceptance into TCU programs.
- Current and updated Student Profile ETA 640
- CIS Student Conduct Report
- High School Diploma/GED/HISET certificate
- ETA 652 Data Sheet (pages 1-3)
- Birth Certificate
- Social Security Card
- Driver's License
- Complete Student Health Summary Checklist
  - IEP. If student does not have an IEP a letter must accompany the file stating that the student does not have an IEP.
- Case note history report-include all case notes from date of enrollment
- Student essay
- Completed CTT ETAR with two electronic signatures on last page.
  - All lines signed by student and instructor
  - Beginning and ending dates on the front of the TAR must match what is in CIS.
  - All TAR line items have a performance rating of a 2 or a 3.
  - Copies of credentials earned while enrolled in CTT program

Once your application is received and approved, our TCU/IAM staff will be contacting you for an interview. The ESJCC TCU/IAM Coordinator is Mr. Norman Shelton and he can be reached at 816-629-3277.

*Send completed files to:*

Lori Sams, Director of Programs  
Excelsior Springs Job Corps  
701 St. Louis Ave  
Excelsior Springs, MO 64024  
Phone: 816-629-3101 Fax: 816-629-3283

You need further assistance, please let me know.

Sincerely:  
Lori Sams, Director of Programs

