**Program Name**: Click here to enter text.

**Staff Person Completing Form:** Click here to enter text.

**Date Completed:** Click here to enter a date.

OneStar requires that you self-certify that your program will be providing training to AmeriCorps members covering the training topics listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Topic** | **Will your program offer this training to Members?** | **What is the estimated delivery date for this training topic?** | **How will this training be conducted?** | **What is the plan for offering this training to members who are not part of the initial cohort of members that receive this training?** |
| Civic Engagement | Y or N |  | Choose an item. |   |
| Code of Conduct | Y or N |  | Choose an item. |  |
| Disability Inclusion | Y or N |  | Choose an item. |  |
| Disaster Preparedness | Y or N |  | Choose an item. |  |
| Drug Free Policy | Y or N |  | Choose an item. |  |
| Grievance Procedures | Y or N |  | Choose an item. |  |
| Life After AmeriCorps | Y or N |  | Choose an item. |  |
| Member Safety | Y or N |  | Choose an item. |  |
| Non-Discrimination Policy | Y or N |  | Choose an item. |  |
| Prohibited Activities | Y or N |  | Choose an item. |  |
| Reasonable Accommodations | Y or N |  | Choose an item. |  |
| Sexual Harassment  | Y or N |  | Choose an item. |  |
| Suspension and Termination Rules | Y or N |  | Choose an item. |  |

Requirements for AmeriCorps Member training can be found throughout the AmeriCorps Regulations and the Terms and Conditions.

<https://www.ecfr.gov/cgi-bin/text-idx?SID=862cb806cf0b03a4c5ab581743248d51&mc=true&node=pt45.4.2522&rgn=div5>

<http://onestarfoundation.org/wp-content/uploads/2014/10/2016-General-Terms-and-Conditions-final.pdf>

<http://onestarfoundation.org/wp-content/uploads/2014/10/2016-Specific-Terms-and-Conditions-final.pdf>

**2522.100 (g)(2)** In addition, all programs are required to comply with any pre-service orientation or training period requirements established by the Corporation to assist in the selection of motivated participants. Finally, all programs must agree to select a percentage (to be determined by the Corporation) of the participants for the program from among prospective participants recruited by the Corporation or State Commissions under part 2533 of this chapter. The Corporation may also specify a minimum percentage of participants to be selected from the national leadership pool established under §2522.210(c). The Corporation may vary either percentage for different types of AmeriCorps programs;

**2522.100 (j)** Provide participants in the program with the training, skills, and knowledge necessary to perform the tasks required in their respective projects, including, if appropriate, specific training in a particular field and background information on the community, including why the service projects are needed;

**2522.100 (k)** Provide support services— (1) To participants who are completing a term of service and making the transition to other educational and career opportunities; and *(aka Life After AmeriCorps Training)*

**General Terms and Conditions** K. NON-DISCRIMINATION PUBLIC NOTICE AND RECORDS COMPLIANCE 1. Public Notice of Non-Discrimination. The recipient must notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or activity subject to the non-discrimination requirements applicable to their program found at §§175 and 176(f) of the NCSA or §417 of the DVSA, and relevant program regulations found at 45 CFR Parts 2540 (AmeriCorps State and National), 2551 (Senior Companion Program), 2552 (Foster Grandparent Program), 2553 (RSVP), and 2556 (AmeriCorps VISTA). The notice must summarize the requirements, note the availability of compliance information from the recipient and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS.

**AmeriCorps State Specific Terms and Conditions. V. D. Supervision**. The recipient must provide members with adequate supervision by qualified supervisors consistent with the award. The recipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS. The recipient must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR § 2520.50.

**AmeriCorps State Specific Terms and Conditions. V. B.**  **Member Service Agreements.** The recipient must require that each member sign a member service agreement that includes, at minimum, the following:

1. Member position description;
2. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
3. The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
4. Standards of conduct, as developed by the recipient or subrecipient;
5. The list of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65 (see paragraph C, below);
6. The text of 45 CFR §§ 2540.100(e)-(f), which relates to Non-Duplication and Nondisplacement;
7. The text of 45 CFR §§ 2520.40-45, which relates to fundraising by members;
8. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.);
9. Civil rights requirements, complaint procedures, and rights of beneficiaries;
10. Suspension and termination rules;
11. The specific circumstances under which a member may be released for cause;
12. Grievance procedures; and
13. Other requirements established by the subrecipient.

The recipient should ensure that the service agreement is signed before commencement of service so that members are fully aware of their rights and responsibilities.

**AmeriCorps State Specific Terms and Conditions. XIII. SAFETY** The recipient must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.