How to Apply NYC/ICC Youth Programs

1. Visit our website at www.nwyouthcorps.org or www.idahocc.org and click the Apply here/login button. If the applicant doesn’t have a profile with us, they will need to create one. If they have forgotten there password or username, PLEASE don’t created another account, but rather contact us and we can assist you.

   • If you are registering, you will be sent an email to complete your registration before continuing to apply.

2. Once you are registered or logged in you will come to the welcome page. Click My Programs

   • When selecting programs, make sure you put in January 1 of current year to December 31 of current year for all programs to populate

   • For Youth programs you will want to check Member Positions and uncheck all other positions. You will then be able to chose the programs Type and Location.

   • Select programs of interest. If you are applying to more than one program, you will be directed to the application after each selection and will need to go into My programs and select the second option as well.

3. You will now want to fill out the Application portion with all eleven required fields. Please note that you have to select the interested programs before filling out the application. If any part of the application is missing, it will need to be completed in full before your application can be reviewed and offer letter sent.

   • Acknowledgement and Release: If you are under the age of 18 it is required to have your parent or guardian sign this form as well.

   • Medical History: Please get help from your parent or guardian if you need to. The Cognitive/Behavioral question we ask you not only to list, but also briefly explain.

   • Medication Form: Please list all medications including vitamins.

   • Essay Questions: we require 3-5 sentences so we can get to know you better.

4. Once your application is submitted, our staff will review it within 2 weeks of submission. If your application is:

   • Incomplete we will send you an email asking you to complete it so we can move forward

   • Compete and looks good we will send an offer letter and be in touch shortly

   • Complete, but have additional questions we will send you an email to schedule a time to meet via phone or video

5. Within 2 weeks of receiving the offer letter, it is your responsibility to reply to the email to schedule a check-in call or you can give us a call as well. It is highly recommended that you email and schedule a call, due to our availability during the busy season. If we do not hear from you, we will move forward with another applicant.