

INSTRUCTIONS FOR SUMMER 2010 MRC DEPLOYMENT TRAINING

Applicants must meet the following eligibility requirements:

- Be a US citizen or legal resident
- Be an active member of an MRC Unit
- Be willing to deploy outside their jurisdiction to support a Federal medical response to a disaster or public health emergency
- Have an active and unencumbered professional license (medical professionals only)
- Have met MRC Core Competencies
- Completed IS-100 and IS-700
- Understand that physical and emotional challenges may be involved in the training and attest that he/she has no limitations that would compromise their ability to fully participate in all aspects of the training program

Getting Started: Logging in to the application system

Step 1: Go to <http://eweb.naccho.org/eweb> and login

Step 2: If you do not already have a username and login, please use the New Visitor Registration to register for the site.

Step 3: Once you are logged in, on the left side of the webpage, click on NACCHO Applications

Step 4: Under Available Applications, click on Apply next to **Summer 2010 Introduction to MRC Federal Deployment Training**

Applicants should follow the following steps to complete the application process

- Please update applicant contact information
- If you are a health professional, please indicate what type of health professional in the dropdown menu and include your license number and state
- If you have two types of health professions (e.g. Physician Assistant/Registered Nurse), please state your second job title in the other text field.
- Required items are bolded
- If you are applying as a Unit Coordinator, please select your Regional Coordinator for the MRC Unit Leader/Regional Coordinator dropdown box.
- Each text box can hold up to 500 words. If you type more than 500 words in the text box, the information will not be saved when you submit the application.
- Please save your resume in a text format, and copy and paste the resume from the text format into the text box. If you copy and paste your resume from Microsoft Word, all formatting will be lost.

- Please ensure that you have filled out all the required fields before you click on the submit button.

MRC Unit Coordinators and Regional Coordinators

To approve/review an application, please follow these instructions:

1. Log in using this web address: <http://eweb.naccho.org/eweb/>
2. When you log in, on the left side of the screen, you will see **MRC Applications**
3. Please click on **MRC Applications**
4. Your MRC unit will be listed, and when you click on your MRC unit, you will see the applications that are awaiting your review.

The deadline for applications to be completed by applicant and reviewed by the unit coordinator is July 13th, 2010. Applicants will be notified by the Office of Civilian Volunteer Medical Reserve Corp when their application is received and by July 23rd, 2010 will be notified whether they were accepted to participate in this training.

If you have any questions, please send them via email to Janelle Gillings at JGillings@naccho.org.