

# MEDICAL STUDENT / HEALTH PROFESSION TRAINEE – ONBOARDING CHECKLIST

Instructions: Complete the required STEPS in the recommended timeframe when possible. Return a copy of the completed forms to your VA Point of Contact and keep a copy for your records. (Allow 45 days for processing.)



U.S. Department of Veterans Affairs  
 Veterans Health Administration:  
 Nebraska-Western Iowa Health Care System

	Task	Date Completed
<b>PART 1: 30-45 DAYS PRIOR TO START DATE - TAKES UP TO 3 WEEKS TO COMPLETE THIS STEP</b>	Fingerprint Process - <b>Required for ALL.</b> Fingerprints are the first step to ascertaining a PIV card, which is required for all trainees. Fingerprinting can be completed at the VA or at any other VA in the US. Fingerprint adjudication takes up to 5 days to complete. <ul style="list-style-type: none"> <li><input type="checkbox"/> At Omaha VA, make an appointment at <a href="https://VA-PIV.com">Https://VA-PIV.com</a></li> <li><input type="checkbox"/> Create an account if this is your first time using the system. Select <b>VHA</b> as your "organization" and <b>AFFILIATE</b> as your "Applicant Type"</li> <li><input type="checkbox"/> Click "<b>Make an Appointment.</b>" The zip code for the Omaha VA is <b>68105</b>. Select "<b>Omaha Division</b>"</li> <li><input type="checkbox"/> Activity = <b>Fingerprint</b>; Select Date and time for your appointment.</li> <li><input type="checkbox"/> You will need to bring either a Driver's License or Passport to your appointment.</li> </ul>	____/____/____
	<p><i>*If making arrangements for fingerprints through another VA, you need to request a courtesy fingerprint for Nebraska Western Iowa Health Care System (NWIHCS), 4101 Woolworth Ave, Omaha, NE 68105. You will need to have the following information: Security Officer Identifier (SOI) # VAF5 and Submitting Office Number (SON) #1445. Be sure to contact the VA office first though to verify their process and availability. *Please contact your VA Program Coordinator upon completion. If Fingerprints were done off site, you MUST inform your VA POC.</i></p>	
	TMS Required Training - Required for ALL. You must create an account in the VA's Talent Management System (TMS) and complete assigned training in order to obtain computer and patient access. Please follow directions on the TMS handout to access this website. <a href="https://www.tms.va.gov/SecureAuth35/">https://www.tms.va.gov/SecureAuth35/</a> <b>*This is a yearly requirement. You must contact your VA Department POC EACH YEAR when you complete this requirement to avoid computer access termination.</b>	____/____/____
	<b>VA FORMS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Appointment Letter</b> Also known as Without Compensation (WOC) appointment letter, this form indicates you are not a VA paid employee. Please: 1) Type your first and last name after "Dear", 2) add beginning and end dates of rotation, and 3) Sign and date the form</li> <li><input type="checkbox"/> <b>Application form 10-2850D</b> Please complete all four pages of the application form, then sign on page 3 <b>and</b> page 4. Section IV is completed by the VA department (leave this blank).</li> <li><input type="checkbox"/> <b>OF-306</b> This form is entitled "Declaration of Federal Employment" and is required even though you are not applying for employment. Be sure to sign <b>BOTH</b> signature blocks on the last page, items 17A and 17B, as both an applicant and an appointee.</li> <li><input type="checkbox"/> <b>Appointment Affidavits SF61</b> Please type your name in the box between " " and "do solemnly swear (or affirm) that...", print the form, and sign the line for "Signature of Appointee." <b>This does not need to be notarized.</b> The Program Coordinator will complete the rest of the form on your processing day.</li> </ul> <p><b>Sponsor Request Form</b> Please complete form. Choose only one option for each item (i.e. - race - only one selection can be entered into our system).</p> <p><b>All forms must be returned to your school liaison either electronically or in hard copy format. Packets for groups will be handed into the Omaha VA POC.</b></p>	____/____/____

NEW STUDENT CHECKLIST CONTINUED

	Task	Date Completed
PART 2	VA Internal Onboarding Process - 30 days prior to start date	
PART 3	<p><b>PIV (Personal Identification Verification) Sponsoring &amp; Card - Once the VA Internal Processing is complete, you will be contacted by your VA Department POC when you can schedule this appointment.</b></p> <p>A PIV card is your VA identification card and used to access computers. Your VA department must first sponsor you after you have had your fingerprints completed, have completed TMS training, and turned in paperwork.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once sponsored, the PIV process is by appointment only and you must schedule the appointment at <a href="https://VA-PIV.com">https://VA-PIV.com</a>. Sign in using the email and password you set up when scheduling fingerprints.</li> <li><input type="checkbox"/> Click "Make an Appointment." The zip code for the Omaha VA is 68105. Select "Omaha Division"</li> <li><input type="checkbox"/> Activity = <b>PIV Badge - New</b>; Select Date and time for your appointment. (It takes about 20 minutes.)</li> <li><input type="checkbox"/> You will need to bring two forms of ID - one must have a photo of you. The most common forms of ID include driver's license, passport, SSN card and military ID.</li> </ul>	<p>___/___/___</p>
PART 4	<p><b>CPRS (Computerized Patient Record System) Computer Training / Class</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As applicable based on position you may have a CPRS training course scheduled by your VA program coordinator. CPRS training is required if you will need to have personal access to the CPRS Medical Record.</li> </ul>	<p>___/___/___</p>