**LSU: VA NEW HEALTH PROFESSION TRAINEE ONBOARDING PROCESS CHECKLIST**(Health Profession Trainee must use full legal name to get processed with the VA-federal government and a good email contact)

* **APPLICATION FORMS-** Trainee will complete VA application forms through the VA onboarding portal (APD system). Everything will be submitted and signed electronically. Trainee will receive an automated system email from mvi.system@va.gov to register in the portal and complete forms.

Forms to complete in the portal include:

* Application Form 10-2850D- (the end date on the form needs to match Trainee’s residency/Fellowship end date)
* Without Compensation Appointment Letter- (the end date on the form needs to match Trainee’s residency/Fellowship end date)
* Declaration for Federal Employment OF306- (please sign section 17A and 17B)
* Drug Testing Notification Form
* Appointment Affidavit Standard Form 61
* TMS Training “mandatory training for trainees” online course completion
* **FINGERPRINT/PHOTO SESSION**
* Trainee must schedule a fingerprint/photo appointment with the VA New Orleans GME office. Please include full name, program, and contact information in your signature block.
* Trainee must have SSN number before contacting the VA GME office to make an appointment.
* Trainee must have two forms of valid government IDs that matches their **legal** name. See list of acceptable IDs for examples in the document below.



* **Local Trainees** can email [vhanolgmefingerprinting@va.gov](mailto:vhanolgmefingerprinting@va.gov). Please include date and time for an appointment request. This will be a 25–30 minute appointment.
* **Out of Town Trainees** must contact the New Orleans VA GME Manager [crystal.cruz2@va.gov](mailto:crystal.cruz2@va.gov) to set up an appointment at a local VA through the calendar portal. All VA ID office locations can be found by clicking on the following link [VA ID Offices](https://www.osp.va.gov/Badge_Office_Locations.asp). [Email](mailto:vhanolgmefingerprinting@va.gov)the VA to inform them when fingerprints were completed.
* **VA ID BADGE (PIV CARD)** -After completing your fingerprint and photo session a card will be printed and you will be sent an email when it is ready for you to pickup. This normally takes 2 weeks since the card will be shipped from another location. If you already have a VA ID card that is not expired (from medical school or prior residency from another VA) then you will not need a new ID card.
* **CDS TRAINING**- complete this training to gain basic prescribing privilege at the VA Medical Site.
* **PMP TRAINING** (if applicable)-Trainee will need to complete online PMP training inorder to gain permissions for all order writing schedule levels at the VA Medical site. Training can be completed by registering through the link <https://louisiana.pmpaware.net/login>. If a Trainee does not need level II permission, then this training does not need to be completed (example: Dermatology Residents do not need this permission).
* **VA ORIENTATION-** Trainee must check-in before rotation their rotation start date with their Service admin for orientation training, CPRS codes, clinic scheduler access, PIV exemption (if needed), remote access, and any other clinic access before their start date. Please see document below for a contact list.



* Additional VA guide and information for new trainees below

