ASSOCIATE CHIEF OF STAFF FOR EDUCATION (ACOS/E) OFFICE
GRADUATE MEDICAL EDUCATION (GME) PROGRAM
VA NEW TRAINEE APPLICATION PACKET

This application packet is for Trainees who never rotated at the Southeastern Louisiana Veterans Health Care System (SLVHCS) as a Resident or Fellow. **This process must start at least 60 days prior to your assigned rotation at the VA.**

<u>VA GME PROGRAM OFFICE:</u>
2400 Canal Street, New Orleans, LA 70119
Administration Building, 1st Floor, Room 1Q101
GME Manager: Crystal Cruz
crystal.cruz2@va.gov; (504) 507-2000 ext. 67518

Have you ever rotated at a VA facility?   ☐ No   ☐ Yes
If answer is yes, please state previous VA location:
If you are coming from another VA, what is the last date at your current VA (we will transfer your account after this date)?

<u>CHECKLIST-PLEASE COMPLETE AND ATTACH THE DOCUMENTS LISTED BELOW</u>:
- o Online TMS Training–VHA Mandatory Training for Trainees Certificate **(must submit copy of certificate)**
- o COVID-19 form with proof of documentation
- o Application Form 10-2850D
- o Without Compensation Appointment Letter
- o Declaration for Federal Employment (OF 306)
- o Drug Testing Notification Form
- o Appointment Affidavit Standard Form 61 **(The VA GME Office will notarize the bottom portion of this form)**

<u>ALL NEW TRAINEES MUST COMPLETE A FINGERPRINT APPOINTMENT AND A PHOTO SESSION</u>
(**Trainee must have a US social security number**)

LOCAL TRAINEES: Email the VA GME Office at vhanolgmefingerprinting@va.gov for a fingerprint appointment. Appointments are Mondays-Fridays, 8:00am-3:00pm. Please ensure to include your program affiliation and your contact information in your signature block. After your appointment attach the fingerprint form with your application. Let us know if you were previously credentialed and received a VA ID card at the New Orleans VA as a medical student and we will update you in the system.

OUT OF TOWN TRAINEES:
Please schedule a fingerprint appointment with your local VA. This is a 15 minute session. All VA office locations can be found using the following website https://www.osp.va.gov/Badge_Office_Locations.asp. Bring the fingerprint form to your VA appointment to have the Staff date and sign when completing your fingerprints. Give them the New Orleans VA fingerprint codes (SON-1320 and SOI-VAC0) provided on the form. Ensure to also have 2 government issued IDs with you (ex: passport, drivers license or State ID, etc.). The fingerprint form should be turned in with the rest of your VA application paperwork.

➢ The New Orleans VA GME office will collaborate with you to schedule your photo/ID card appointment so you receive your VA (PIV) ID card before your assigned rotation. This should be done at least 30 days before your rotation.