

FOR: Veterans Affairs – Long Beach (VALB)

Important Note: Carefully read and follow all steps listed below. Students are required to **print out** forms and then sign (in ink only) where indicated. **No typed-out signatures will be accepted unless stated otherwise.** Due to lengthy processing times, students must now **SCAN** all required pages into **one PDF document** (NO jpeg files and NO separate files please). *Helpful Hint:* If you have jpegs or image files, paste the images into a Word document and then click "save PDF." A variety of smartphone scanner apps are freely available to automatically convert images to PDFs (TinyScanner, Genius Scan, Fast Scanner, CamScanner, etc.)

Email your completed document packet (as 1 PDF), including this Check-Off sheet, to nursingdocs@fullerton.edu

Finally, **KEEP ALL OF YOUR ORIGINAL PRINTED DOCUMENTS**, as many facilities will collect these from you the first week.

Print this check-off sheet, sign, and date, and include with your PDF

Step 1: Begin by completing the **Health Professions Trainee Required Information (HPT)** form and submit a copy to nursingdocs@fullerton.edu by the deadline given by the Clinical Placement/Document Team. **All sections must be typed, not hand-written.** Notes on how to complete the form correctly are listed below.

- ☐ Email Address: List both your CSUF **AND** personal email address
- ☐ Year/Level of Training: refers to your years enrolled at CSUF School of Nursing. Example: 1st Year, 2nd Year, etc.
- ☐ Affiliate: Write Calstate Fullerton
- ☐ Program: Write BSN Program.
- ☐ Program start/end dates are provided in your placement email.

After completing Step 1, please wait to hear from the Clinical Placement Team. Each step must be completed and approved by both the VA and the CPT before you can proceed to the next step.

Step 2: VA will process your HPT Form then send you an invitation link to both your CSUF and personal email address. When you receive the HPT Invitation, please follow the **HPT Onboarding IAM System Guide** to complete the onboarding packet. *Make sure that this portion is done as soon as you receive the invite. Without this being completed, VA cannot move forward with the onboarding process!* NOTE: You will be promoted to upload the following:

- ☐ Current Driver's License OR Current US Passport
- ☐ Social Security Card

Step 3: Training Management Systems (TMS)- Self Enrollment.

When you complete your online profile in the IAM system, you will receive a link with guidance on how to complete your TMS training for trainees. Complete this as soon as possible.

Step 4: Enrollment (Fingerprinting) For Badging

Review the **Enrollment Instructions 2024 Form**, then set up an appointment through FEDIDCARD.GOV for Enrollment (fingerprinting) procedure. Once you have set up your appointment, email the Clinical Placement Team at nursingdocs@fullerton.edu the date and time of your appointment. Once at your appointment, ensure to provide the enrollment codes to the clerk or else the results of your fingerprints will be lost, and you will have to redo your enrollment again. Please take the exact same ID's you will be submitting online.

NOTE: If you arrive for your appointment without notifying the Clinical Placement Team of your appointment date and time, you will not be allowed to be fingerprinted. The VA must approve your appointment in advance in order for you to proceed with fingerprinting.

(Continue to the next page for further instructions)

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Once you have completed your enrollment, please email naomi.ceja@va.gov the information below. Do not forget to cc nursingdocs@fullerton.edu in your email to VA Long Beach

- ☐ Your full legal name
- ☐ Program and school name
- ☐ Location and date you were enrolled

Please note the onboarding process for VA Long Beach is long. Failure to complete any of the steps listed above on time will delay your clearance and the start of your clinical rotation.

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specific by the facility I will be attending.

Name: _____

Signature: _____ Date: _____