

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

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.** Below are a few notes on how to complete the form correctly.

- Please list your CSUF email address, not your personal email address
- Affiliate refers to the University, write Calstate Fullerton. Program refers to the program you are currently enrolled in, write BSN Program.
- Program start/end dates are provided in your placement email.

We will notify you once we have submitted the HPT form to VA Long Beach on your behalf. VA will then send you an HPT Invitation link to your CSUF email address. Please review the *HPT Onboarding IAM System Guide* for instructions on how complete the facility-required documents online. Please note you will need to upload the following:

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

2. Training Management Systems (TMS)- Self Enrollment.

Review the *TMS 2.0* form for instructions on how to create your TMS account and complete the mandatory *VHA Mandatory Training for Trainees* course. This requirement must be completed on or before the date you complete the fingerprinting process. Please note it takes approximately 1 calendar day for the training to auto-populate in your To-Do-List from the day you created your account.

2. Fingerprinting

Review the *Fingerprinting Instructions 2022* for instructions on how to complete the required fingerprinting process. You can only be fingerprinted at a VA Facility. DO NOT wait until you have completed the online facility-required documentation, fingerprinting must be completed as soon as possible.

Once you have obtained your fingerprints, please email VHALONGME@va.gov the information below. Do not forget to cc nursingdocs@fullerton.edu in your email to VA Long Beach.

(Continue to the next page for further instructions)

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- Your full legal name
- Date of birth
- The location where you obtained your fingerprints
- The date you obtained your fingerprints

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: _____