

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

Important: You must follow these steps in order and cannot proceed or schedule any appointments with the VA until the Clinical Placement Team (CPT) notifies you to proceed to the next step.

Step 1: Complete the HPT Form

- Fill out the **Health Professions Trainee (HPT) Form** and email it to nursingdocs@fullerton.edu by the deadline provided by the Clinical Placement/Document Team.
- **All sections must be typed, not handwritten.** Follow these instructions when filling it out:
 - Email Address: Provide both your CSUF and personal email.
 - Year/Level of Training: Indicate your years enrolled in the CSUF School of Nursing (e.g., 1st Year, 2nd Year, etc.).
 - Affiliate: Write "Cal State Fullerton."
 - Program: Write "BSN Program."
 - Program Start/End Dates for Spring 2026:
 - N404L Mondays: 1/26/2026 – 4/13/2026
 - N404L Fridays: 1/30/2026 – 4/17/2026

After submitting the form, wait to hear from the CPT. The VA will notify us once your HPT form has been processed.

Step 2: VA Invitation Email & HPT Onboarding

- Once the VA processes your HPT form, you will receive an invitation email. It will be sent by the VA to both your CSUF and personal email address.
- Follow the **HPT Onboarding IAM System Guide** to complete the onboarding packet as soon as you receive the invite.
- You will need to upload the following documents:
 - CA Driver's License or US Passport
 - Social Security Card
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Step 3: Training Management Systems (TMS)- Self Enrollment.

- When you complete your online profile in the IAM system, you'll also be prompted to complete the **TMS training for trainees.** Complete this training along with your profile as soon as possible.

Once you have finished both, send a screenshot of your completed profile to nursingdocs@fullerton.edu. CPT will then let you know once you can proceed to step 4.

Step 4: Fingerprinting for Badging

- Review the **Enrollment Instructions (2024 Form).**
- Schedule a fingerprinting appointment through [FEDIDCARD.GOV](https://www.fedidcard.gov).
- Email the date and time of your appointment to nursingdocs@fullerton.edu.
- At your appointment:
 - Provide the enrollment codes (failure to do so will require re-enrollment)
 - Bring the same IDs you submitted online.

Facility-Specific Documents Check-Off Sheet

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

Important:

- If you go to your appointment without first notifying the Clinical Placement Team, you will not be allowed to proceed.
- The VA must pre-approve your appointment.

Step 5: Once fingerprinting is done, email the following information to nursingdocs@fullerton.edu:

- The location and date of your enrollment

Reminder: The VA Long Beach onboarding process is lengthy. Failing to complete any step on time will delay your clearance and the start of your clinical rotation. Follow all deadlines and instructions carefully! Feel free to reach out with any questions/concerns you may have about the process.

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: _____