**ASSOCIATED HEALTH PROGRAM- NEW HEALTH PROFESSIONS TRAINEE (WOC ONLY) 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 THROUGH ONBOARDING PORTAL-** 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. These documents are mandatory and must be completed if they are not completed you will not be able to rotate.

**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
* **PROVIDE A COPY OF YOUR CURRENT IMMUNIZATION RECORD** (if requested by your VA Coordinator)
* Must show current Flu vaccination.
* Must show current with TB testing.
* **FINGERPRINT/PHOTO SESSION**
* Trainee must schedule a fingerprint/photo appointment with the VA New Orleans, Education Office, Associated Health Program Coordinator Ms. Dione Davis. Please include full name, program, and contact information in your signature block.
* Trainee must have SSN number before contacting the VA 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.



* For international/non-citizen trainees please provide one of the following documents:

1-94, Social Security card, Passport, or Valid Driver license/State ID.

* **Local Trainees** can contact Ms. Dione Davis at [Dione.Davis@va.gov](mailto:Dione.Davis@va.gov), 1-800-935-8387 ext. 67510. Please include date and time for an appointment request. Office Hours are Monday- Friday from 8:00am-2:30pm. This will be a 25–30-minute appointment.
* **Out of Town Trainees** must contact the New Orleans VA Coordinator, Ms. Dione Davis at [Dione.Davis@va.gov](mailto:Dione.Davis@va.gov) to set up an appointment at a local VA through the USAccess 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 your VA Coordinator to inform them when fingerprints were completed.
* **VA ID BADGE (PIV CARD) OR FLASH BADGE**- After completing your fingerprints and photo session a card will be printed and you will be sent an email when it is ready for you to pick up. 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,** please let your VA Coordinator know (you will not need a new ID card).

**VA PROGRAM COORDINATOR CONTACT INFORMATION:**

MS. Dione Davis

Associated Health Program Specialist

Southeast Louisiana Veterans Health Care System

2400 Canal Street

New Orleans, LA 70119

TEL: 504-507-2000 Ext. 67510

[Dione.davis@va.gov](mailto:Dione.davis@va.gov)