***PLEASE READ***

*Congratulations*!  We are thrilled you have selected ***Southeast Louisiana Veterans******Healthcare Services***(*SLVHCS*) for your clinical affiliation. While your start date is a little way away, we need to start working and submitting the paperwork for your in-processing.

Please review this email/to-do list and begin taking action.  There is ***A LOT***.  Much of it is going to feel really redundant but please just follow through with the process. The VA likes to hear the same information multiple times.

1. **Applications:** ***(Do immediately)***I have attached our credentialing packet which includes several documents/applications/affidavits. Please fill them out and sign electronically email them back to me at Dione.Davis@va.gov please keep the documents in PDF form. All applications must be filled out electronically (**DO NOT HANDWRITE**). Please save the documents/applications until we have completed the credentialing process.   These documents are mandatory and must be completed, if they are not completed, we will forfeit your affiliation slot. (See attachment w/ example packet)
2. **Mandatory Training for Trainees (MTT) *(must be completed prior to coming on board):***Please complete your “*VHA Mandatory Training for Trainees*” (**MTT**) course.  All log in information is on the *TMS TRAINING GUIDE* including the link for the training (see attachment).  Once complete, scan and email me at Dione.Davis@va.gov the certificates for each of the required trainings.  \*\*\* Applications are considerate incomplete without the required TMS training\*\*\* Note: Add      -Supervisor/Chantell Williams- Point of Contact
3. **fingerprints & PIV Photo:**  Once you have completed your application, we can arrange a date/time for fingerprints & photo capture (**DO NOT REPORT without an appointment date/time**). You will need to bring 2 forms of photo ID (preferably your driver’s license, State ID, Passport- any official form of identification) with you.  If you are living out of the New Orleans area, you will need to be fingerprinted by a FEDERAL FACILITY.  See link below for locations. You will need to bring Special agreement check (SAC) worksheet to be completed by ID office (see attachment). (Please call to confirm that location is operating and/or hours of operations)

                    **To see a list of all VA ID locations** <https://www.va.gov/find-locations/?facilityType=health>

**You will need to complete fingerprints at the nearest VA in your location.  You must give them a set of codes so the results can transfer here.  I have provided the codes below and in the attachment**.

**New Orleans VA codes**

**SON:  1320**

**SOI:  VAC0**

**To see a list of all VA ID locations** [https://www.va.gov/PIVPROJECT/PIV\_Badge\_Offices.asp](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.va.gov%2FPIVPROJECT%2FPIV_Badge_Offices.asp&data=04%7C01%7Csedmo2%40lsuhsc.edu%7C7c2ce1b834bb453502e108d904e4a90d%7C3406368982d44e89a3281ab79cc58d9d%7C0%7C0%7C637546202405796841%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=92n%2BsmQ4dFDC%2F5Ew1twBsOCAJryDzLtyAHRys9cIKq4%3D&reserved=0)