

2016 STUDENT/INTERN ORIENTATION CHECKLIST
Huntington Veterans Affairs Medical Center

_____ NAME	_____ POSITION	_____ SERVICE
COMPLETION CERTIFICATE OF "VHA MANDATORY TRAINING FOR TRAINEES" ONLINE VIA VA TALENT MANAGEMENT SYSTEM (TMS) – Step by step instructions included *Please print the completion certificate and bring with this packet to the VA. You will not be fingerprinted if this training is not complete.		_____
WOC FORM - U.S. CITIZEN * <i>Non U.S Citizen</i> - Complete WOC FORM CONTAINING SIGNATURE BLOCK FOR MR. BRIAN NIMMO AND PROVIDE A COPY OF VISA, GREEN CARD OR NATURALIZATION PAPERWORK.		_____
FINGERPRINT RECORD PREP SHEET		_____
VA 10-2850d APPLICATION FOR HEALTH PROFESSIONS TRAINEES		_____
OF-306 DECLARATION FOR FEDERAL EMPLOYMENT		_____
SF 61 APPOINTMENT AFFIDAVITS		_____
PIV FORM		_____
POLICE SERVICE PARKING REGISTRATION		_____
TRAINEE REGISTRATION – LEARNER’S SURVEY FORM		_____
TMS FORM		_____

***This check list and all forms must be returned to Learning Resources prior to being fingerprinted. Please call Ray Rideout and make an appointment for fingerprinting, (304) 429-6755 ext. 2528 or email raymond.rideout2@va.gov at least 2 weeks prior to start date of clinical experience.

***All fingerprints must be cleared before actual start date of internship.

DOCUMENTATION VERIFIED BY:

VHA SIGNATURE

DATE

October 2015