

2018 STUDENT/RESIDENT PACKET CHECKLIST
Huntington Veterans Affairs Medical Center

NAME	POSITION	SERVICE
SCHOOL	START DATE	END DATE

COMPLETION CERTIFICATE For "VHA Mandatory Training for Trainees" from VA Talent Management System(TMS).

*Please save the completion certificates and return with student/resident packet.

You will not be fingerprinted if this training is not complete.

WOC LETTER - Complete ONE of these forms:

*U.S. Citizens - Complete the WOC LETTER **without** Director's Signature Block

*Non U.S Citizens - Complete WOC LETTER **with** 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

POLICE SERVICE PARKING REGISTRATION FORM

CLINICAL TRAINEE REGISTRATION FORM

DRUG TESTING AUTHORIZATION FORM

***This check list and all forms must be returned to Learning Resources prior to being fingerprinted. Please call Noah Absten and make an appointment for fingerprinting, (304) 429-6755 ext. 2528 or email noah.absten@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

February 2018