

## **Student Required Documents**

You will need to print, complete and submit the following 5 forms. Note: Submit the 5 forms in this order to speed up the check-in process...

### **1. Trainee Processing Checklist**

### **2. Clinical Trainee Appointment Letter and Affidavit**

- a. Print, sign, and date both pages
- b. Notary not required

### **3. Declaration for Federal Employment (OF-306)**

- a. Provide details requested in items 7-15 in block 16. Be sure to sign and date items 17a and 17b

### **4. Application for Health Professions Trainees (VA 10-2850d)**

- a. Be sure to put your name and SSN on the top of pages 2-4
- b. On page 2 under Section V. License, Certification, or Registration in Current Clinical Profession you should include at a minimum your current BLS from AHA and expiration
- c. Section VII. Education and Training after High School through Graduate/Professional School you should include at a minimum your current school of attendance
- d. Answer questions 23-25 on page 3 and check the boxes on page 4 then sign and date both pages

### **5. Log onto TMS, create a “New User”: See “TMS Self-Enrollment for Students/Instructors” attachment, and complete the “VHA Mandatory Training for Trainees” online course**