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**Resident Name (print)** **Resident Contact Phone # Assigned VA Dept.**

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**Affiliate School Affiliate Coordinator Affiliate Coordinator Contact #**

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| --- | --- | --- |
| GME POC: Faye Johnson E-mail: [Faye.Johnson2@VA.GOV](mailto:Faye.Johnson2@VA.GOV) Bldg. 165, Rm C222 | |  |
| RESIDENT/FELLOW CHECKLIST APPOINTMENT/RE-APPOINTMENTIncomplete packages will not be accepted. | **APPOINT** | **RE-APPOINT** |
|  |  |  |
| COMPLETE AND SEND ALL FORMS BELOW NO LATER THAN **30 DAYS PRIOR TO YOUR ARRIVAL** |  |  |
|  |  |  |
| SEE ATTACHED INSTRUCTION PAMPHLET |  |  |
| School Provides: VALBHS –TQCVL W/Worksheet“ANNUAL REQUIREMENT” All residents/fellows, Appointments - Reappointments |  |  |
| School Provides: “Noncitizen” TQCVL for non-citizen residents. |  |  |
| WOC Appointment Letter |  |  |
| SF 61 Appointment Affidavits **(Do not date)** |  |  |
| Re-Appointments: Logon to your TMS and complete annual required training  <https://www.tms.va.gov/learning/user/login.jsp> |  |  |
| Of 306 Declaration for Federal Employment **(Do not date)** |  | **IF VA ID Expired** |
| SAC Fingerprint Only Worksheet **(Do not date)** |  | **IF VA ID Expired** |
| VA 10-2850D Application for Health Professions Trainee |  |  |
| Request for Personal Identity Verification ID Card (PIV) |  |  |
| **DO NOT TRY TO RECREATE A TMS ACCOUNT IF YOU HAVE EVER HAD A BADGE**.  **NEVER HAD A VA BADGE:** Follow TMS training instruction sheet attached  **HAD A VA BADGE**: DO NOT follow TMS instruction sheet. Instead, send your name, DOB, & VA which gave you a badge to [jennifer.jones2@va.gov](mailto:jennifer.jones2@va.gov)  <http://www.va.gov/oaa/mandatory.asp> (Print Completion Certificates) |  |  |
| CPRS Electronic Med Rec Training <http://www.vehu.va.gov/cprs_training.cfm> |  |  |
| National Provider Identifier (NPI) Pharmacy Form <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.instructions> |  |  |
| FIT TEST Questionnaire |  |  |
| MALES: 18-26 Must register for Selective Service https://www.sss.gov/Home/Registration | MALES: 18-26 | MALES: 18-26 |