DEPARTMENT OF VETERANS AFFAIRS
Palo Alto Health Care System
Psychology Service (116B)
3801 Miranda Ave.
Palo Alto, CA 94304

April 2012

Dear Practicum Student,

Welcome to VA Palo Alto Health Care System (VAPAHCS). Attached to this letter, please find a checklist and instructions for the forms and documents required by VA Palo Alto Health Care System, Human Resources Management Service (HRMS) for your Federal Employment, WOC Practicum Student appointment in Psychology Service. The checklist provides information on how to fill out each form. Please keep in mind the following as you fill these forms out:

1. All forms must be written or typed in **Black Ink**. You can print out all the forms to fill them out. Some, but not all of the forms, can also be completed electronically and then printed for your signature and mailing.
2. Do not leave any item blank.
3. Please enclose an updated vita and/or resume.
4. Remember to sign and date each form requiring your signature.
5. Complete and sign Section #1 of Form I-9. Please provide a photocopy of two IDs or of the acceptable documents needed to verify your citizenship. Please note, the two IDs you provide should be the two original IDs you are going to present to Human Resources when you arrive on the first day of practicum orientation. Refer to the lists on the back of the I-9 form. The names on both forms of ID presented for ID proofing must match exactly. If one form of ID has a middle name or initial, the other form of ID must have a matching middle name or initial. One form can contain a middle name and the other one can have a middle initial, as long as they match. One of the two IDs needed for verification need to have a Federal or State Government issued picture badge.
6. You must complete the "Mandatory Training for Trainees" training. Refer to the attached instructions to complete the mandatory training and print the Certificate of Completion for this training.
7. Make a copy (for your records) of all the completed forms and certificates prior to mailing the originals back to me.
8. **Please mail or submit all the original forms in one packet to Adrienne Gomes, Practicum Program Support Assistant, Psychology Service, VAPAHCS, 3801 Miranda Ave, Building 6, 1st Floor, Room B-109, Palo Alto, CA 94304, not later than (see dates below):**

If your appointment begins:

July 2nd, 2012, please submit ALL documents as soon as possible but no later than Monday, May 7, 2012. If the paperwork is not submitted by this deadline, you will not be able to start until August 13th.

If your appointment begins:

August 13th, 2012, please submit ALL documents as soon as possible but no later than Monday, May 14, 2012

Once you have returned all forms described on the attached checklist by the date indicated above to Ms. Adrienne Gomes, Practicum Program Support Assistant, you will be required to complete an electronic Standard Form SF 85 (E-QIP), complete a physical exam, and obtain fingerprint results.

This must be done before you will be allowed to start your practicum appointment at the VA Palo Alto Health Care System. It will take time to complete a pre-employment physical, fingerprinting and the electronic form SF 85 (E-QIP). The sooner you submit all the attached forms to Adrienne Gomes by the date indicated above, the better. Once Adrienne received the completed forms, the package will then be submitted to Human Resources.

A Human Resources Specialist, will contact you, after you have submitted all forms, to schedule the physical, the fingerprinting , and provide you with further instructions on the completion and access to the electronic Standard Form SF 85 (E-QIP). You may also discuss with HR the possibility of having a physical done free of charge at a VA closest to you. You may also choose to have the physical done by a private physician that may be covered fully or in part by your current health insurance, but the VA does not reimburse the cost of a pre-employment physical conducted by a private physician. If you choose to have your physical done by a private physician, HR can send you the specific paperwork that the physician will need to complete. **If you have not heard from HR by July 2, 2012, please call Adrienne Gomes at 650-493-5000, ext. 64778, to follow up.**

Again, in order to schedule the physical, the fingerprinting, and receive access to the electronic Standard Form SF 85 (E-QIP), you must complete all the forms listed on the attached checklist and return them to Ms. Adrienne Gomes, in Psychology Service no later than May 7th or May 14th, 2012 (depending on your start date).

If you have any questions concerning your paperwork please feel free to call Adrienne Gomes, Practicum Program Support Assistant at (650) 493-5000, extension 64778, or email her at Adrienne.Gomes@va.gov

Thank you for your cooperation in advance.

For and in the absence of:

Gary Miles, Ph.D.
Practicum Program Coordinator
VA Palo Alto Health Care System
Psychology Service (116B)

ATTACHMENT

FORMS CHECKLIST AND INSTRUCTIONS FOR Practicum Students in Psychology Service

The pre-employment forms on this list can be accessed for your completion at http://www.paloalto.va.gov/MentalHealth/PsychologyForms.asp, in the section titled *Required Human Resources Forms for All Psychology Trainees*. Read and very carefully follow the instructions on every form. Additional instructions are provided on this sheet to assist you in completing the forms with more accuracy and with less difficulty where errors or omissions often occur. If you have any questions, do not hesitate to call Ms. Adrienne Gomes, Practicum Program Support Assistant, Psychology Service, at 650-493-5000, extension 64778. ***Please use black ink only and write as legibly as possible***.

OF-306, Declaration for Federal Employment - False statements on any part of this document may be grounds for not hiring you or for dismissing you after you begin work.

- Complete boxes 1 through 6
- Answer questions 7a through 15
- Read 16 and respond accordingly
- Read Certifications / Additional Questions and sign on line 17a, only. You will sign 17b the day you come on duty.

I-9, Employment Eligibility Form.

- Section 1, complete, sign, and enter the date
- Section 2 will be completed by Human Resources
- Check the back of the form. To verify your eligibility, you will need to provide one item from List A **OR** one item each from List B **and** C. The most common forms used are a Certificate of Naturalization or Passport from List A and a birth certificate, or social security card and driver's license from List B and C.
- Please, bring your items of identification with you when you return your forms or when you report for fingerprints/duty.

Employee Health Supplemental History Form

- Provide copy of documentation of immunizations or titres.
- Answer, sign documentation and mail the form to Psychology Service with the other HR forms. HR will forward the form to Employee Health for your pre-employment physical.

SF-93, Report of Medical History

- Answer, sign documentation and mail form in with the rest of your HR forms. HR will forward the form to Employee Health for your pre-employment physical.

- **Complete the "Mandatory Training for Trainees" (MTT) and print out the certificate of completion (see instructions attached).**
  - **NOTE:** Please print a copy of the certificate of completion and return it with above forms.

- **Information for Fingerprinting**
  - Complete all boxes.

- **Statement of Commitment and Understanding**
  - Sign, fill in Position Title and

- **School Transcript(s) – Not a HR form** (must submit with your application)

- **Curriculum Vitae – Not a HR form** (must submit with your application)

If you have any questions about the training or completion of the forms, do not hesitate to call, Adrienne Gomes, (650) 493-5000 at extension 64778.

NOTE: Information Only

- **Electronic Questionnaires for Investigation Processing (E-QIP) – instructions attached**
  Human Resources will notify you to proceed with the E-QIP process, upon receipt of your appointment package from Psychology Service (Upon completion of E-QIP data entry process, you will be prompted to review for accuracy. Once all sections are accurate and complete, you must print, sign, and date the "Release of Information" and "E-QIP Certification" and forward them to the servicing HR Specialist as soon as possible).

- **Personal Identification Verification**
  (YOU WILL BE COMPLETING THIS IN HUMAN RESOURCES (HR), WHEN YOU COME IN FOR PROCESSING
  Applicant must present two (2) forms of identification from the Accepted Identification Documentation List below.

The names on the identification **must** match exactly (If one ID has a full middle name, and the other has a middle initial, then the initial must match.

- **Acceptable Identification Documentation Information**
  One Federal or State ID must contain a photograph.
  - Both IDs **must** be **original** documents.
  - Both IDs **must** be **currently valid**, not expired.
  - Please see the acceptable and unacceptable ID proofing examples provided below.

ACCEPTABLE NAME VARIATIONS

ID # 1 – John Henry Smith; ID # 2 – John Henry Smith

ID # 1 – John H. Smith; ID # 2 – John H. Smith

ID # 1 – John Henry Smith; ID # 2 – John H. Smith

UNACCEPTABLE NAME VARIATIONS

ID # 1 – John Henry Smith; ID # 2 – John Smith

ID # 1 – John H. Smith; ID # 2 – John Smith

ACCEPTED IDENTIFICATION DOCUMENTATION LIST

Picture ID From Federal or State Government	**Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government**
State-Issued Drivers License	Social Security Card
State-DMV-Issued ID Card	Certified Birth Certificate
U.S. Passport	State Voter Registration Card
Military ID Card	Native American Tribal Document
Picture ID From Federal or State Government	**Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government**
U.S. Coast Guard Merchant Mariner card	Certificate of U.S. Citizenship (INS Form N-560 or N-561)
Foreign Passport with appropriate stamps	Certificate or Naturalization (INS Form N-550 or N-570)
Permanent Resident Card or Alien Registration Card with a photograph (INS Form I-151/I-551)	Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
ID Card issued by federal or state government agencies	Permanent or Temporary resident card
	ID Card issued by local government agencies provided it include following information: name, date of birth, gender, height, eye co and address
	Non-photo ID Card issued by federal or state government agenci provided it includes the following information: name, date of birt gender, height, eye color, and address
	School ID with photograph
	Canadian Drivers License
	U.S. Citizen ID Card (Form I-179)

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Instructions to Register through TMS and Complete Mandatory Training

Dear Postdoctoral Fellows, Interns and Practicum Students:

In order for you to engage in your work at VA, you are required to complete a mandatory training program titled *VHA Mandatory Training for Trainees*. This training is offered through the VA Talent Management System (TMS), a system that offers web-based training to VA employees and its partners.

For First time Users: To complete the *VHA Mandatory Training for Trainees (MTT)*, you must self-enroll for a profile on the VA TMS by visiting https://www.tms.va.gov/plateau/user/login.jsp. Once there, follow the steps attached to create a profile, launch the mandatory training, and complete the content.

Upon completion, print the certificate of completion from the TMS and include with your employment application package. This certificate displays the employee's TMS User ID.

Refresher Course: Is for trainees who have already taken the ***VHA Mandatory Training for Trainees (MTT),*** but have been in the VA training program long enough that they must retake the required annual training modules.

The *VHA Mandatory Training for Trainees – Refresher* course will automatically be assigned to you in TMS 11 month after you have taken the full course. **DO NOT** use the Refresher Course if you have not previously completed the online *"VHA Mandatory Training for Trainees (MTT)"*.

Please see Step-by-Step Instructions attached to begin the completion of this training.

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to https://www.tms.va.gov/plateau/user/login.jsp
2. Click the [**Create New User**] link in the menu below the "TMS" logo and login fields
3. Select the radio button for **"Health Profession Trainees"**
4. Click the [**Next**] button
5. Enter appropriate information in each required field, and also in any non-required field if you have the information
    a. My Account Information:
        i. Create **Password** (Follow the guidelines presented on screen)
        ii. Re-enter **Password**
        iii. **Security Question**
        iv. **Security Answer**
        v. Re-enter **Security Answer**
        vi. **Social Security Number** (Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.)
        vii. Re-enter **Social Security Number**
        viii. **Date of Birth**
        ix. **Legal First Name**
        x. **Legal Last Name**
        xi. **eMail Address** (Enter your business email address. If you have a VA email address assigned to you, it is preferred. The eMail Address will be used as your UserID)
        xii. Re-enter **eMail Address**
        xiii. **Phone Number** – Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
    b. My Job Information:

        Postdoctoral Fellows & Psychology Interns enter the following information:

        i. **VA City** – Enter "Palo Alto"
        ii. **VA State** – Enter "CA"
        iii. **VA Location** – Select: PAL (VA Palo Alto VA Health Care System)
        iv. **Training Type**: Select: All Other Health Professions
        v. **Specialty/Discipline**:
        Fellows – Select: PSYCHOLOGY FELLOW (POST-DOCTORAL)
        Interns – Select: PSYCHOLOGY INTERN (DOCTORAL)
        vi. **VA Point of Contact First Name** – Enter "Jeanette"
        vii. **VA Point of Contact Last Name** – Enter "Hsu"
        viii. **VA Point of Contact eMail Address** – Enter "Jeanette.Hsu@va.gov"
        ix. **VA Point of Contact Phone Number** – Enter "6504935000"

        Psychology Practicum Students enter the following information:

        x. **VA City** – Enter "Palo Alto"

xi. **VA State** – Enter "CA"
xii. **VA Location** – Select: PAL (VA Palo Alto VA Health Care System)
xiii. **Training Type**: Select: All Other Health Professions
xiv. **Specialty/Discipline**: PSYCHOLOGY STUDENT (MASTERS)
xv. **VA Point of Contact First Name** – Enter "Gary"
xvi. **VA Point of Contact Last Name** – Enter "Miles"
xvii. **VA Point of Contact eMail Address** – Enter "Gary.Miles@va.gov"
xviii. **VA Point of Contact Phone Number** – Enter "6504935000"

Once you have entered all of the necessary data, click on the "**Submit**" button. Your profile will be immediately created. Copy and save the **UserID** displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the "**Continue**" button and wait until your "**To-Do List**" populates with the title(s) of the mandatory training content.

1.2 Launching and Completing the Content

1. If the ***VHA Mandatory Training for Trainees*** **(for first time users)** or the ***VHA Mandatory Training for Trainees Refresher*** **(for trainees who have previously already taken the VHA Mandatory Training for Trainee)** are available items in the **To-Do List**, mouse over the title and click the [**Go to Content**] button in the pop-up window that appears.
2. If the *VHA MMT* or the *VHA MTT Refresher* trainees are not listed in the **To-Do List**, go to the **Catalog** section on the right side of the To-Do List window and enter **#3185966 (for the *VHA MTT training*) or # 3192008 (for the *VHA MTT Refresher* trainee)** and hit the search magnify glass on the right side of the catalog section.

3. Click the [**Go to Content**] button in the pop-up window that appears.
4. Complete the content following the on-screen instructions.
5. When you have completed the training, print that out and save it.
6. Exit the course and a completion should be recorded for your effort.
7. Click on the "Completed Work" pod on the lower right hand side of your TMS Home browser window.
8. Move your mouse over the title of the course you just completed and choose to "Print Completion Certificate".
9. Print off your completion certificate and save it.
10. Send the Certificate of Completion for your VHA MTT or VHA MTT Refresher training with your employment application package and indicated.

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one is not in compliance with the requirements, a red "x' will appear next to the Check System link. Should

this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.

UNITED STATES
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TMS Talent Management System

VA Learning University Home | Inside TMS | Locate Your Local Administrator | Help Desk | Forgot Password | Create New User

VA TMS Self Enrollment

If you are a VA employee and need a VA TMS profile, do not create an account here.
Please contact your local VA TMS Administrator.
If you need assistance with self-enrollment, please contact the VA TMS Help Desk at 1 (866) 496-0463 or via email at VAMSEHelp@gpworldwide.com.

Please answer the following question to begin the Self Enrollment process:

I am a...

- Health Professions Trainee
- Contractor
- Volunteer
- WOC(Without Compensation)
- Others

Next

The VA Talent Management System web site is intended for employees and staff of the Department of Veterans Affairs. Veteran-related information about education, benefits, and other services are available on theVA Home Page

Security Notice: This U.S. Government computer system is for official use only. The files on this system include Federal records that contain sensitive information. All activities on this system may be monitored to measure network performance and resource utilization; to detect unauthorized access to or misuse of the system or individual files and utilities on the system, including personal use; and to protect the operational integrity of the system. Further use of this system constitutes your consent to such monitoring. Misuse of or unauthorized access to this system may result in criminal prosecution and disciplinary, adverse, or other appropriate action.

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Note: Fields marked with * are required

My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
  1. English lowercase letters.
  2. English uppercase letters.
  3. Arabic numerals(0,1,2,...9).
  4. Non alphanumeric special characters (!@#$%^&*()-_+={}[]<>?/'";:\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.
- Security answer must be at least 5 characters.

* Password :

* Re-enter Password :

* Security Question :

* Security Answer :

* Re-enter Security Answer :

* SSN : - -

(If you are foreign national and do not have an SSN please click here)

* Re-enter SSN : - -

* DOB (MM/DD/YYYY) :

* Legal First Name :

* Legal Last Name :

Middle Name(Optional) :

* Email Address :

* Re-enter Email Address :

Phone Number (do not include hyphens i.e 1112223333) :

My Job Information

VA City :

VA State :

* VA Location Code :

(Supplied by your VA Contract)

* Trainee Type :

* Specialty/Discipline :

* VA Point of Contact First Name :

* VA Point of Contact Last Name :

* VA Point of Contact Email Address :

Point of Contact Phone Number (do not include hyphens i.e. 1112223333) :

Back Submit