

Associated Health Professions Students FAQ

Q: What forms do I need to fill out?

A:

The 'application packet' must include these documents:

Cover Page (*this page*)
VAF 0711, Request for Personal Identity Verification Card
VAF 10-2850D, Application for Health Professions Trainees
OF 306, Declaration for Federal Employment
Without Compensation & Instructor/Student Registration
SF 181, Ethnicity and Race Identification
VA National Rules of Behavior
Certificate of Completion of on-line module
VAF 10-0410, Clinical Trainee Registration Form

Q. When should I submit my application?

A. You must submit all forms 4 weeks prior to your start date.

Q. How will I know what to do next?

A. You will receive a 'Welcome Student' e-mail from the education department which will detail the next steps you must take.

Q. Can I go into my local VA other than the Portland VA Medical Center to get fingerprinted?

A. Yes, but only after you have received the 'Welcome Student' e-mail. Students choosing this option should request the Submitting Office Number, Security Office Identifier (SON/SOI) information from the fingerprinting agency and submit it to the OAA Education Technician. SON/SOI numbers will help PVAMC's Security Assistant retrieve your fingerprints.
Portland VAMC: **SON:1141 /SOI:VA79**

TQCVL

Q. Who Must Submit a TQCVL?

A. All associated health professions schools must submit a TQCVL on behalf of a student or groups of students. The TQCVL must be dated, on school

letterhead, and signed by an authorized party. The TQCVL should be sent in a sealed envelope.

Computer Access

Q. How do I get computer access?

A. Computer usage is determined by your clinical supervisor. Students should get computer log on information from the help desk * **Before** * their first workday. The Help Desk is open for walk in customers Monday - Friday from 8:00am to 4:00pm, and phone service Monday to Friday from 7:30am to 4:30pm at 503-220-8262 extension **55909**. **Students should not be at a clinical site without computer access.**

If CPRS Training is necessary you can drop in a class, Please have your log in information **PRIOR** to dropping in a class. CPRS is scheduled once a week on Wednesday or Thursday. Call the Education Division at (503) 220 – 8262 Ext 57004 for the schedule of classes.

*Students should log on to VistA once every 30 days to ensure their account stays active.

Parking

Q. Where can I park while working at the Portland VA Medical Center?

A. Priority for parking at the Portland VA Medical Center is given to patients and visitors of the Portland VA Medical Center. There is no parking for students, except in extreme circumstances. Arrangements for parking on station must be coordinated between your school faculty/instructor and the Parking office at (503) 220-8262 ext 58226. Parking on station without authorization will result in a parking violation and/or your vehicle being towed.

Students may park in any unrestricted parking space at other VAMC CBOCs and other satellite facilities:

1. Salem CBOC
2. Portland Metro West CBOC (Hillsboro)
3. Portland Metro East CBOC (East Portland)