**Completing your Without Compensation (WOC) Appointment Application for the Miami VA**

We’re excited to have you join us at the Miami VA Healthcare System for your clinical rotations. These instructions outline the important steps to get your WOC appointment, ID Badge and Computer Access. All of these steps are required before starting your rotations and can take up to 4 weeks to complete.

**The basic steps are:**

1. Your school sends us your name and the dates of your rotations on a document called the TQCVL (Trainee Qualifications and Credentials Verification Letter).
2. Your school program coordinator provides you the WOC Appointment Application .pdf file
3. You complete the WOC Appointment Application (**the application must be typed**). **HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED!**
4. You print the WOC Appointment Application (single sided) and sign the document in Three places.
5. You “self register” in the VA Talent Management System (TMS) and complete the Mandatory Training for Trainees Course. (you must include a copy of your certificate of completion with your packet)
6. **Send your documents (WOC Application, TMS Certificate, Fingerprint form, copies of your 2 government issued ID’s and Selective Service letter, if applicable) to** **Dr. Fabian at James.Fabian@va.gov**
	1. The complete application package should be submitted 30 days prior to rotation. **Note:** It is your responsibility to ensure your responses and appropriate documentation are submitted prior to your scheduled rotation.
	2. Once your packet is received it will allow the Miami VAMC to begin the process of providing you with all of the logical, key, and computer access needed for your rotation. (this step will take place after you have started with us in Miami ☺)

For questions please email: vhamiatrainees@va.gov or vhamiaHPTonboarding@va.gov

Coordinators:

 Minerva Castellano- Surgical 305-575-7000, ext 17158

 Donovan Santiago- Medical 305-575-7000, ext 17412

**\*Please allow 24 hours for a response to your email or voicemail.**

If neither Residency Coordinator can be reached **(after 24 hours),** please call:

 Dorothy Holt- Administrative Officer 305-575-7000, ext 17983

**Selective Service Registration**-Most male US citizens and males residing in the US are required to register with the Selective Service System before their 26th birthday.

**Please print the status information letter and and attached it to your application.**

**Click on the link** [**https://www.sss.gov/**](https://www.sss.gov/)

Check your Registration - Submit a copy of status information letter with your application



***Fingerprints***

Schedule your fingerprint appointment using the link below:

 or

No appointment necessary between the hours *of 2pm -4pm Monday- Friday.*

* [**www.va-piv.com**](http://www.va-piv.com)



Organization- VHA

Applicant Type- Affiliate

**Contact your VA cooridinator after you make an appointment with the PIV office**.

 (Bring a valid government identification with you to this appointment)

If you are having your fingerprints taken out of state or at another VA location, please provide them with the following information:

**SOI:VAL(0) SON Number:1887**

**Final Steps to Onboarding- What to bring to the VA**

1. Bring two of the following original legal documents (1 must have a photo)
	1. Passport (cannot be expired)
	2. Drivers License (cannot be expired)
	3. Original Birth Certificate
	4. Social Security Card
	5. Voters Registration Card
2. When your fingerprint results return you will sign your Commitment Letter and possibly take a photograph for your PIV Badge.
3. If you will be starting a rotation in the near future an EPAS will be entered for you to receive computer codes this can take up to 2-3 days.
4. If you do not start rotations at the VA within the next month you will receive computer codes at a later date.

**Important Reminders:**

* If your appointment is for a period greater than a year you will need to complete refresher training in TMS annually even if you are not scheduled at the VA
* Upon completion of your appointment you must: Complete the Clearance Form; Turn in your ID Badge to the Medical Library and complete a survey.

**Completing the WOC Appointment Application**

**Please follow the instructions on the application carefully:**

* Complete the application using adobe acrobat reader on a computer or mobile device. Other PDF software may not display the form correctly.
* IF YOU ARE OPENING THE APPLICATION ON A MAC COMPUTER MAKE SURE THE APPLICATION OPENS IN ADOBE ACROBAT READER (NOT IN PREVIEW MODE). YOU MAY NEED TO LAUNCH ADOBE READER AND OPEN THE FILE FROM WITHIN THE APPLICATION.
* To avoid entering information multiple times the form is set up to copy information throughout the form. (e.g. the first time you enter your SSN it will appear in multiple places in the form.
* Doublecheck the accuracy of your social security number (an error here can create more work later)
* Please make sure that your name is entered exactly as it appears in your legal documents
* \*\*Please make sure you answer questions 16 &17 on form 2850-D

**VHA Mandatory Training for Trainees (TMS)**

In order for you to train, interact with patients and have access to our information systems you are required to complete the VHA Mandatory Training for Trainees course using the VA Talent Management System (TMS). If you are in a multi-year program, this training must be completed every 365 days to remain compliant.

TMS can be found at https://www.tms.va.gov/SecureAuth35/ Using the information below follow the steps on the subsequent pages to create your profile, launch the mandatory training item and complete the content prior to beginning your clinical training.

**Each health professions trainee will need the following *facility specific* information in order to complete the TMS self-enrollment process and fulfill the training requirement:**

* VA Location Code: ***MIA***
* VA Point of Contact First Name: **Molly**
* VA Point of Contact Last Name: ***Johnson***
* VA Point of Contact Email address: **Molly.Johnson5@va.gov**
* VA Point of Contact Phone Number: 305-575-7000, ext 16131
* Printed Certificate Required? ***YES***

### **Already Have a TMS Account**? Contact the TMS Helpdesk VATMSHelp@va.gov

### Step-by-Step Instructions for Managed Self Enrollment (New Users)

1. From a computer, launch a web browser and navigate https://www.tms.va.gov/SecureAuth35/
2. Click the [**Create New User**] link located below the **[SIGN IN]** button.
3. Select the radio button for 🞊**Veterans Health Administration (VHA)**

4. Select the radio button for 🞊**Health Professions Trainee** (NOT WOC)

5. Complete all required fields, indicated by asterisk\* and any non-required fields if possible.

**My Account Information:**

* Create Password\*
* Re-enter Password\*
* Social Security Number\* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
* Re-enter Social Security Number\*
* Date of Birth\*
* Legal First Name\*
* Legal Last Name\*
* Middle Name please enter your middle name if it appears on your application
* Your e-mail Address\* ***(Enter your personal email address. Do not use a School email address.*** *This address will be used as your UserID when you login)*
* Re-enter your e-mail address\*
* 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)*
* *Time Zone ID\** Select Eastern Standard Time (America/New York)

**My Job Information:**

* VA Location Code\* Select the Blue Funnel and *Search using MIA. Select MIA (Miami VA Healthcare System)*
* Trainee Type\* Select
* Specialty/Discipline\* Select: Student
* VA Point of Contact First Name\* Enter
* VA Point of Contact Last Name\**Enter*
* VA Point of Contact Email\**(Enter the email provided)*
* Point of Contact Phone Number\* *(Enter the phone number provided)*
* School/University\* Enter
* School/University Start Date\*
* Estimated School/University Completion Date
* Click the [**SUBMIT**] button when all required fields are completed.

Once you have entered all of the required data and clicked the [**Submit**] button your profile will be immediately created. You must remember the **UserID** and **Password** for future logons to the VA TMS. Click the [**SAVE**] button to get to the Set Security Questions page. Please select questions that have definitive answers that you will remember. These will be used to recover your log in information if you use the [**Forgot Password**] option.

Once done with your questions and answer, click on the [**SAVE**] button and wait until your “**To‑Do**” list is displayed with the title of the mandatory training item.

### Completing the Content and Printing Your Certificate

1. Click on the the title of the *VHA Mandatory Training for Trainees* training item.

Pop-Up blockers MUST BE TURNED OFF

1. Complete all of the item content following the on-screen instructions.
2. Exit the item as instructed to accurately record your effort.
3. Complete the steps below if you have been asked to provide a **Certificate of Completion**.
4. Click on the “**Completed Work**” link on the
lower right hand side of your internet browser window.
5. Hover over the title of the course you just
completed and select “**Print Certificate**”.
6. Print your completion certificate and save it in a pdf file for your records.

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