**VA Electronic Credentialing Instructions**

(Students, Interns and New Residents)

Attached is the electronic application to complete for your VA rotation. The application has been formatted as a PDF and must be completed electronically including the use of an **electronic signature**. **This application must be completed using Adobe Reader on a PC. Using Mac or iPad will not save all of the information properly.**

This means the applications **must be filled out and saved** in this software, which is free and available here: <http://get.adobe.com/reader/>. If you complete the application using a Mac product such an I-Phone or iPad, the application file will be corrupted and hence, will be sent back to you to complete again.

**Tips for Completing VA Application**

Please make sure that you read all of these tips before submitting your paperwork as they are all requirements in order to have a completed packet. Any information left blank or not received will result in an incomplete packet. Please be sure to review all required signature blocks and fill in all fields on the application. **You will not be able to rotate at the VA until all information is received**.

1. Declaration for Federal Employment: This form needs to be signed on the ‘**Applicant’ and ‘Appointee’** signature blocks (**section 17a & 17b**).
2. We will also need a copy of your immunization records that show a PPD/Quantiferon test within the past **12 months**. If you have a history of having positive PPDs and you’ve had a chest x-ray, it is not required that you be tested again within the past 12 months, however, a **Symptom Review Letter is required** by a MD/DO (does not need to be your PCP) or Occupational/Employee Health Clinician and must be submitted to your Service’s credentialing coordinator in conjunction with your immunization records showing a positive PPD.
3. Regarding the WOC letter, please sign electronically and put the dates you will be at the VA.
4. TMS training certificate-it is an online mandatory training requirement for all trainees. Training is valid for 1 year. If you have registered with our TMS system previously, but cannot remember your login information, send an email to vhabhstmshelp@va.gov. If you are registering for the first time, please make sure that you follow the instructions listed in the application packet. The VA Program Assistant of your Service will be the Point of Contact.
5. PIV Application (VA ID Badge)-Please make sure that you complete ALL boxes including the demographic information. Not doing so will result in delayed processing of your VA ID. Name of Sponsoring Department: