

Education – Clinical Placement Student Checklist – Unlicensed

Listed below are all the required forms you must fill out and processes you must review. **Return completed forms to your program coordinator** so he/she can submit these forms to the VHAROS Education Department no later than **6 weeks prior** to your clinical rotation. Please closely follow these directions:

- Step 1 Read and follow Clinical Procedures for Unlicensed Clinical Students or Clinical Procedures for Unlicensed Student Nurses, as applicable.
- Step 2 Complete all of the bulleted forms below in ink and submit to your program coordinator **6 weeks prior** to the first day of clinical rotation:
- Optional Form 612, Optional Application for Federal Employment
 - Optional Form 306, Declaration of Federal Employment
 - Without Compensation & Instructor/Student Registration
 - Student Registration Form
 - SF 181, Race & National Origin
 - VAF 10-0410, Trainee Registration Form – **add date of birth**
 - Statement of Commitment and Understanding
- Step 3 **Your program coordinator is the only person who can submit the forms to the VHAROS Education Department,** to be received **6 weeks prior** to starting clinical.
- Step 4 Approximately **4 weeks** prior to starting clinical, a letter will be sent to you explaining that you must now:
- Schedule a fingerprinting appointment with the VA Police Dept.
 - Human Resources Department will coordinate courtesy fingerprinting for students in the Portland VA area
 - Complete on-line orientation modules
- These must be completed prior to your first day of clinical.**
- Complete all forms listed.
 - Sign and date wherever required.
 - **If you were not U.S. born**, please include a photocopy of a citizenship document to show you are legal to be in the U.S., i.e. naturalization certificate, resident alien card, passport, etc. Photocopy must be clearly readable.
 - **Program coordinators ONLY are to submit completed forms to the VHAROS Education Department.**