

Instructions for New Students

Follow these steps after you've verified that your school has an affiliation with the Cheyenne VA Medical Facility:

I. Schedule your Orientation Date at the Cheyenne VAMC, within the VA's Talent Management System (TMS).

- Your New Student Orientation date MUST be scheduled AT LEAST 60 days from the date you start this process.
- When selecting your New Student Orientation (NSO) date, be aware that this date effectively serves as your start date. When sending in your TQCVL (discussed in section II), the date listed as your start date MUST coincide with the NSO date. This needs to be coordinated with your selected preceptor at our facility.
- [Follow these Instructions to access TMS and to create an account.](#)
- You must choose **Health Professional Trainee** and **Location Code: CHY** (Please note a very common mistake is to select location code 442, which is the wrong code) if you do not select Health Professional Trainee and Location code CHY you will not be properly assigned the correct TMS courses and WILL have significant difficulties in scheduling your orientation.
- You must complete training as assigned and Self-Certify that you have completed the required forms in TMS before you can self-schedule your orientation.
- If after all of the above you are still having difficulty scheduling your orientation please check this [visual guide](#) which should assist you further.

New Student Orientation Days will be held on the 1st and 3rd Tuesday of each month.

II. 60 Days prior to your scheduled New Student Orientation:

- Fax a completed [Cheyenne VAMC Demographic Form](#) to the Designated Learning Officer via Secure Fax# 307-772-7738, or email it to CFEDPublic.Website@va.gov
 - Important: Ensure You provide your full legal name as it appears on your legal Identification and that it is legible.
 - Failure to do this could result in having to reschedule your orientation.
- Your Clinical Program Coordinator at your Institution must both email a copy (CFEDPublic.Website@va.gov) and mail an original [Trainee Qualifications and Credentials Verification Letter \(TQCVL\)](#) to the Designated Learning Officer.
REMEMBER: The date listed as your start date on your TQCVL MUST coincide with the NSO date. This needs to be coordinated with your selected preceptor at our facility.
-
- Visit the Cheyenne VAMC Human Resources Department for Fingerprints.
 - The Cheyenne VAMC Human Resource Office is in building 5 of the main campus located at 2360 E Pershing Blvd Cheyenne, WY 82001 Phone: 307-433-3745.

- Fingerprints at the Cheyenne VAMC Human Resources are done between the hours of 8am-11am.
- Normally you do not need to make an appointment. **However**, if you intend to come as part of a group/class of 2 or more students you are directed to have your instructor contact HR at 307-433-3745 to coordinate/schedule your visit to ensure adequate HR support.
- If you live close to another VA Medical Center it "**may**" be possible to get fingerprints taken there. However, you must contact Cheyenne VAMC Human Resources at 307-433-3745 to get special instructions and information **before** being fingerprinted at another facility in order to ensure the successful coordination and electronic transfer to our facility.
- Bring the following forms to your fingerprinting visit to the Cheyenne VAMC HR Department:
 - [VA10-2850d, Application for Health Professions Trainees](#)
 - [Optional Form 306, Declaration for Federal Employment](#)
- You will fill out additional forms once you arrive at HR.

Do not sign or date any of these forms prior to bringing them to HR. You may fill out these forms to the best of your knowledge prior to coming.

III. After Completing Fingerprints

- You will need to create an account and schedule your PIV Badge Appointment. The PIV website is: <https://va-piv.com>
- Enter Organization: VHA
- Applicant Type: Affiliate
- Select: zip code (82001) or Location (Cheyenne)
- Choose Appointment type: **PIV Card**. Make the earliest appointment available following the conclusion of orientation (same day is okay).
- Although this part of the process must occur after orientation in most cases it can be done on the same day as your orientation Example: if you have orientation from 8:30am -12:30pm then you can schedule an appointment with the VA Police Dispatch Office for PIV Badge Issue between 1pm and 3pm that afternoon. **As a result you are you are highly encouraged to make your appointment with the VA Police well in advance.**
- **Bring 2 forms of Government ID with you to your PIV Appointment.**

IV. On the scheduled date of your Student Orientation at the Cheyenne VAMC, Ensure You Bring the Following:

- Two forms of Government ID (i.e. Driver's License, Social Security Card, Passport)
- Vehicle License Plate Number

NOTE TO TRAINEES: Please report to the Center for Employee Development (old library) Room C2-120 on the second floor of the Cheyenne VAMC Main

Facility “Cowboy Wing” at 8:30 a.m. the morning of your scheduled clinical orientation. Plan on spending about 4 hours for your orientation, depending on the number of students it could be more or less. During Orientation we will ensure your paperwork is completed, gather information for your parking permit, and sponsor you for a PIV badge.

Contact the [Cheyenne VAMC Center for Employee Development](#) for more information on any employee and student education needs, or also any information on additional patient educational resources.