

Thank you for choosing to complete your clinical rotation at the Loma Linda VA. Trainees onboarding at the VA (first time or returning) may retrieve the application packet found [HERE](#). **Completed packets must be submitted in-person to Human Resources (HR) any Tuesday or Thursday between 9:00am – 11:00am.** Please allow 30 minutes for review upon submission. HR is located at 25814 Business Center Drive in Redlands, CA 92373.

**Trainees unable to submit packets in person may contact [VHALOMClinicalEducation@va.gov](mailto:VHALOMClinicalEducation@va.gov) for alternative submission methods.**

Please note that **the entire onboarding process takes up to 6 weeks to complete.**

Please complete and return the following items, instructions for forms included for your convenience:

- 2 pieces** of valid government issued identification must be submitted with your onboarding packet or it cannot be processed. Accepted forms of ID are current Driver's License, Passport or Social Security Card.
- Proof of COVID Vaccination** May be a copy
- TMS Training Certificate – Certificate must be dated no older than 6 months prior to submission date:** To complete mandatory TMS training (must be completed annually), see TMS instructions [HERE – preferred internet browsers for TMS are MS Edge or Google Chrome](#). Please list Point of Contact as [Staci.Mendoza@va.gov](mailto:Staci.Mendoza@va.gov)
- Application for Health Professions Trainees-** Complete entire form, sign and date page 3 (box 24A) and page 4. **NOTE:** If applicable please also submit a copy of your Certificate of Naturalization.
- Declaration for Federal Employment OF-306** -Please complete, **sign and date line 17a.** **NOTE:** You will be required to return at a later date to sign 17b
- Fingerprint Form** -Please complete entire form. Passport number only if applicable for dual citizenship.
- Appointment Letter** -Complete trainee title, date rotation begins, and date rotation ends. Sign and date.
- Random Drug Testing Notification and Acknowledgement-** Sign & date
- Applicant Statement of Selective Service Registration Status (Males only) (VA Form-5578 Form)-** Only required for Male Trainees- Check appropriate box, sign and date.
- I-9 Form**-On page 1 please complete /sign /and date. HR will fill out page 2 with trainee's ID's. **If born outside of the country also include a copy of your naturalization certificate with your onboarding packet.**
- VA Form 710** – Complete all sections
- Self-ID Handicap SF2561** – Complete top portion: Name, DOB, SSN and Disability Code.
- Race Form SF181** – Complete Name, SSN and DOB at top. Complete Questions 1 and 2 at the bottom.
- Educational Data Form VA4637** – Select **ONE** box from sections A or B (One total, not one from each section).  
Complete Part II. Choose from one of the following codes for box **2B**:  
240102 – General Studies; 513817 – Nursing Education;  
511102 - Pre-Medicine/Pre-Medical Studies;  
510000 - Health Services/Allied Health/Health Sciences, General

## Onboarding Steps:

Steps MUST be completed in order

**Step 1:** Submit completed onboarding packet with 2 forms of ID and COVID vaccination card to Human Resources. Upon submission you will be scheduled for fingerprinting and swearing in.

**Step 2:** Complete fingerprinting\* on scheduled date/time.

Location: The Human Resources Office (PIV) at 11201 Benton Street. (2nd floor Room# 2A-35A), Loma Linda, CA 92357. Bring 2 physical forms of government issued ID to your Appointment: physical Driver License, and Social Security Card or Passport. Without 2 forms of ID you cannot be processed.

\*Please allow 3-5 business days for fingerprint clearance, you will be notified by HR once processed. Your information is then sent to your Service Level Coordinator.

**Step 3:** Your Service Level Coordinator will contact you to initiate computer access and badge sponsorship. If you are not contacted within 10 days of completing fingerprints, please email the coordinator assigned to your service listed on the next page.

**NOTE:** A week before your rotation, you will be required to return to the HR building to finalize documents and to conduct the Oath of Office. Please ensure that you set aside time for this

Please contact [VHALOMClinicalEducation@va.gov](mailto:VHALOMClinicalEducation@va.gov) with any questions or concerns

**HR Points of Contact:**

Ana Taylor (HR Specialist): [Ana.Taylor@va.gov](mailto:Ana.Taylor@va.gov) (909) 583-6561

Alex Lee (HR Specialist) [Alexander.S.Lee@va.gov](mailto:Alexander.S.Lee@va.gov) (909) 583-6514

Eric Limon (HR Assistant): [Eric.Limon@va.gov](mailto:Eric.Limon@va.gov) (909) 583-6544

**Service Level Coordinators/Points of Contact:**

Anesthesia - Christian De Guzman ([Christian.Deguzman@Va.Gov](mailto:Christian.Deguzman@Va.Gov))

Clinical Lab Science and Pathology Services - Pamela Morlan ([Pamela.Morlan@Va.Gov](mailto:Pamela.Morlan@Va.Gov))

Medicine Services - Katrina Dorsey ([Katrina.Dorsey2@Va.Gov](mailto:Katrina.Dorsey2@Va.Gov))

Nephrology - Leslie Christopher ([Leslie.Christopher@Va.Gov](mailto:Leslie.Christopher@Va.Gov))

Neurology - Mary Williams ([Mary.Williams40@va.gov](mailto:Mary.Williams40@va.gov))

Nutrition & Food - Misty Abrantes ([Misty.Abrantes@va.gov](mailto:Misty.Abrantes@va.gov)) Or  
Michelle Nyberg ([Michelle.NYBERG@va.gov](mailto:Michelle.NYBERG@va.gov))

Pharmacy - Ken Wong ([Kenneth.Wong5@va.gov](mailto:Kenneth.Wong5@va.gov))

PM&R - Teresa Canchola ([Teresa.Canchola@Va.Gov](mailto:Teresa.Canchola@Va.Gov))

Psychiatry and Psychology - Jennifer Concepcion ([Jennifer.Concepcion@va.gov](mailto:Jennifer.Concepcion@va.gov))

Radiology/Imaging Services - Bradley Smith ([Bradley.Smith@Va.Gov](mailto:Bradley.Smith@Va.Gov))

Respiratory Therapy - Alisa Carey ([Alisa.Carey@Va.Gov](mailto:Alisa.Carey@Va.Gov)) Or  
Yolanda Peppermuller ([Yolanda.Peppermuller@Va.Gov](mailto:Yolanda.Peppermuller@Va.Gov))

Surgery Services - Desiree Dukes ([Desiree.Dukes@Va.Gov](mailto:Desiree.Dukes@Va.Gov)) Or  
Stephen Reyes ([Stephen.Reyes@Va.Gov](mailto:Stephen.Reyes@Va.Gov))