

Welcome the Veterans Administration Medical Center Memphis (VAMC)

Fingerprints are now done in HR on a 'walk-in' basis. No appointment is necessary. The room number for fingerprinting is located on the second floor by **Human Resources Room # CE203**. **You must come and get your finger prints done as soon as you complete this form. This will prevent delay of your clinical start time. The only times the finger prints can be done are normal business hours of 8:00am – 4:00pm. Please contact susan.strange@va.gov prior to arriving so she may place your name on the calendar. Please bring all your completed applications, the finger print form and completion certificates from the completion of the VA Mandatory Training on the day you arrive for finger printing. Please include your contact number on the email.**

When you arrive for fingerprints please report to the Education Department on the 4th floor. The contact person is **Carolean Bolden(901 523-8990 ext 7662)** Please have them call the **Nursing Education Affiliations Coordinator (Susan Strange-McClora) extension 5846 or VA Pager 1596 if you are unable to reach Ms Bolden.**

- **You cannot be fingerprinted until you've completed these forms & training.**
- Follow the directions in the attachment called **TMS INSTRUCTIONS TEMPLATE**. You must present the completed certificate for **VHA Mandatory Training for Trainees** when you come for fingerprinting. You **don't need to complete** the other programs in TMS such as HIPPA & Privacy. Only complete **VHA Mandatory Training for Trainees**. **Please bring all completed certificates with you for validation of completion.**
- You will need to go into TCPS and complete the VA-Memphis specific tutorial & quiz. These must be completed before your clinical starts. You must print certificates to validate completion.
- **Bring two (2) forms of ID.** These should be government issued...such as a birth certificate, driver's license, social security card, passport, voter's registration, or military ID. One of them must be a photo ID. **The names MUST match exactly on both IDs.** No other forms of identification area accepted.
- If you are a Veteran please bring in a copy of your DD-214.

We are looking forward to assisting your students achieve their career goals!