Department of Veterans Affairs

CLINICAL TRAINEE REGISTRATION FORM

Response is mandatory. This information will be kept confidential. It will be used for reporting purposes, conducting surveys, and improving the quality of VHA's clinical training programs. This information will be entered in the "New Person" file in Veterans Health Information Systems and Technology Architecture (VistA). This form may also be printed from the OAA website: http://vaww.va.gov/oaa/policies.asp

Disclosure of your Social Security Number (SSN) is mandatory to identify individuals with identical names. Failure to provide this information may delay or make impossible the proper application of Civil Service rules and regulations and VA personnel policies and thus may prevent you from obtaining clinical training at VA. Solicitation of the SSN is authorized under the provisions of Executive Order 9397, dated November 22, 1943. The information gathered through the use of this number will be used as necessary for statistical studies and personnel administration in accordance with established regulations and published notices of systems of record.

First Name		MI	Last Name
Social Security Number	Date of Birth	Sex	Home Email Address School Email Address
Street Address			
City	State	Zip	
Start Date/End Date of Hines Training	WOC or Paid	Today's Date	
PGY Level	Specialty	School	
Fingerprint Adjudication Date	Mandatory Training Certificate attached: YES / NO	WOC APPOINTMENT LETTER APRROVAL DATE:	

Degree Level of Educational Program: *(mark only one)*

- O Certificate/Diploma
- O Associate
- O Baccalaureate
- O Master's
- O Post-master's fellowship
- O Doctoral
- O Postdoctoral (other than residents)
- O Residency/Fellowship

Program of Study: *(mark only one)*
(Discipline that best describes the current program of study)

- O Audiology
- O Chaplaincy
- O Dentistry
- O Dietetics
- O Health Information
- O Health Services Research & Development
- O Imaging (Radiologic/Ultrasound Tech, etc.)
- O Laboratory
- O Medical Student
- O Medical Resident/Fellow
- O Medical Post-residency Physician in a VA Special Fellowship (Ambulatory Care, National Quality Scholars, Women's Health, etc.)
- O Medical/Surgical Support (Respiratory Tech, Biomedical Tech, etc.)
- O Nurse Anesthetist
- O Nursing
- O Optometry
- O Other
- O Pharmacy
- O Physician Assistant
- O Podiatry
- O Psychology
- O Rehabilitation (OT, PT, KT, etc.)
- O Social Work
- O Speech–Language Pathology

What is the LAST YEAR that you anticipate being in a training program at this VA facility?

O 2009 O 2010 O 2011
O 2012 O 2013 O 2014

Service _____

Contractor Online Mandatory Training

Welcome

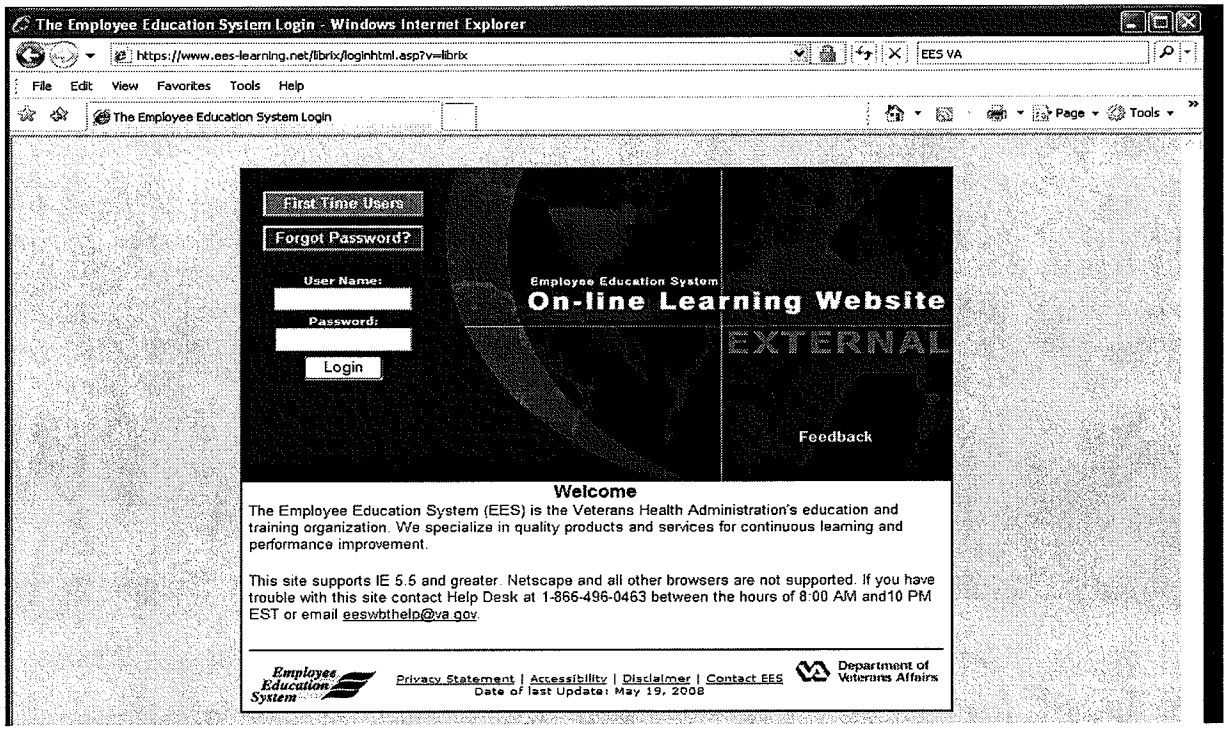
To complete this educational activity participants must:

- participate in 100% of the courses;
- complete the web–based training programs; complete each lesson exam with a minimum score of 80% or greater, if you do not pass the first time you may retake the exam; and
- complete the program evaluation.

The course does not need to be completed in a single sitting. The bookmark feature will allow you to start where you left off, even if you are accessing the course from a different computer, and will allow you to navigate to different lessons in the course using the main menu.

Important Note: A certificate of completion will be generated upon completion of the entire course and **must be printed and hand–carried, mailed, or emailed to your individual VA service** for you to receive credit for the required training. It is strongly recommended that you retain a copy for your records.

Access Website: https://www.ees-learning.net/librix/loginhtml.asp?v=librix



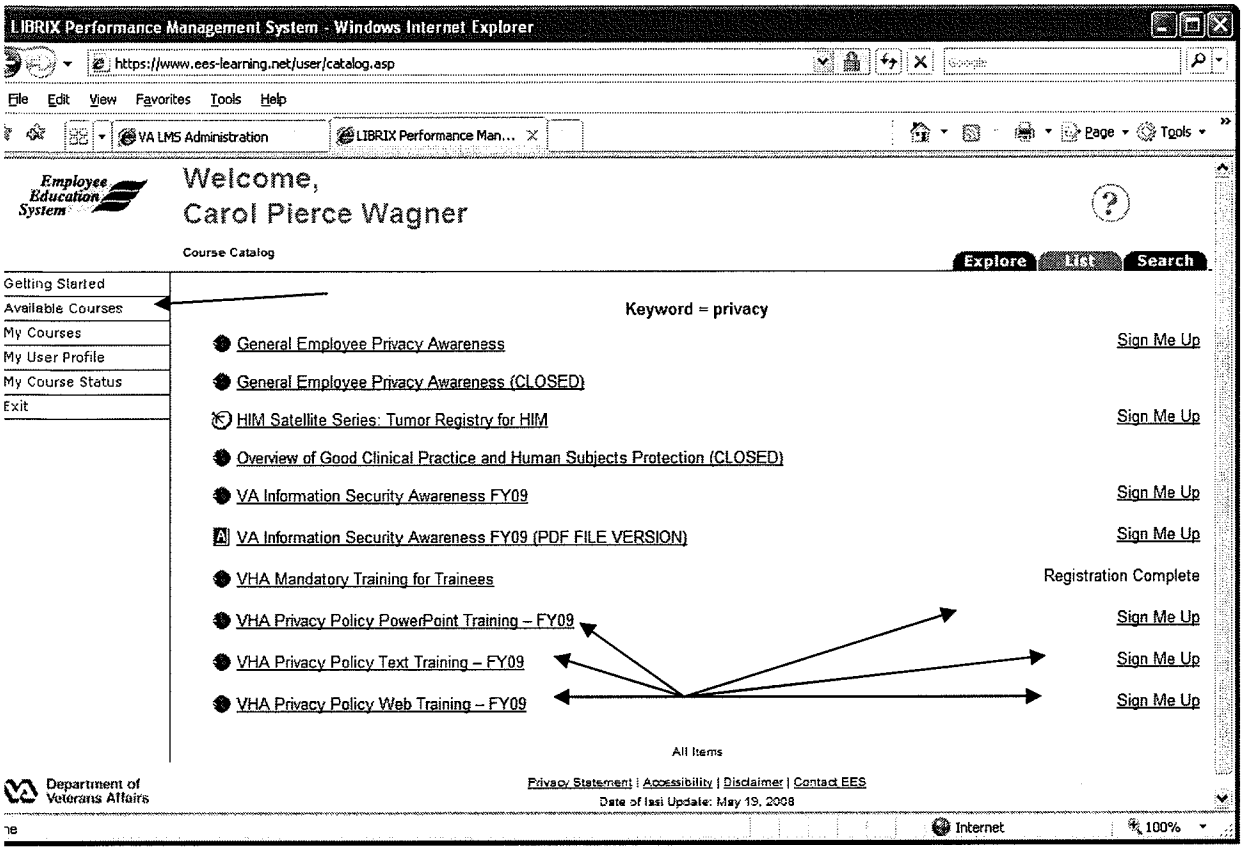
<CLICK> on First Time Users

Follow the instructions to create an account for yourself.

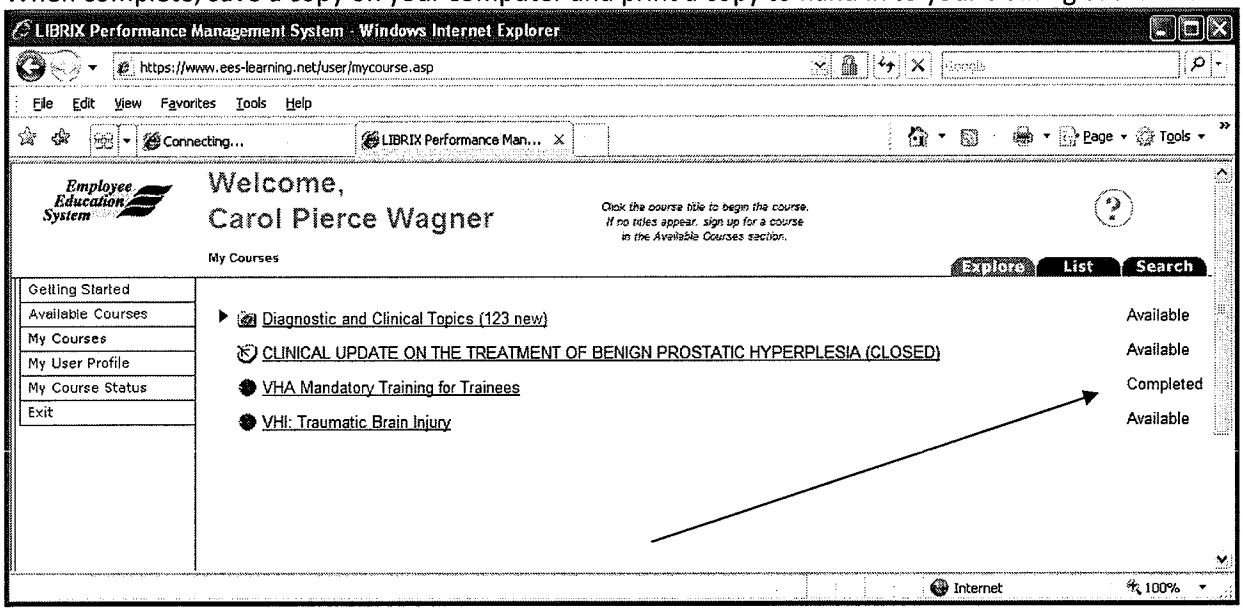
Then go to <Available Courses> and type in Privacy or Information Security, depending on your need

<CLICK> on Search

Contractor Online Mandatory Training



Take the VHA Mandatory Training Privacy and Information Security.
When complete, save a copy on your computer and print a copy to hand in to your training coordinator.



The training doesn't go to any database, so a hard copy or electronic copy of the certificate is necessary. Ask your training coordinator what he or she prefers. The credit for this training lasts for one year. You will need to repeat the training in a year if you are here for longer than that time period.