Dear VA Health Professions Affiliate or Prospective Affiliate,

Our facility is excited to join with you in your student’s educational adventure!

This letter outlines the requirements that must be fulfilled by your institution to process your student(s) through the Sioux Falls VA Health Care System (SFVAHCS) for their clinical experience. Please ensure that your Clinical program coordinators take the time to become very familiar with the Health Professional Trainee/Resident Instructions to apply for practical experience and/or clinical rotation, as students are directed to work through their Clinical program coordinator for questions or concerns.

**Affiliate/Prospective Affiliate Requirements:**

This section outlines the requirements of the institution:

1. We must have a current federal affiliation agreement on file at the SFVAHCS between your institution’s specific program and our facility. Please contact the SFVAHCS Education Department personnel for questions or to check if you have an active Affiliation Agreement.

   Chief, Education Service  
   Shelly Roth 605-333-6807

   Education Program Assistant  
   Amber Bailey 605-336-3230 X96441

2. Complete the Trainee Qualifications and Credentials Verification Letter (TQCVL) along with the Student Request Information form and Checklist and submit via e-mail to vhasuxStudentRequest@va.gov

3. Work with the Education Program Assistant at the Sioux Falls VA Health Care System for all placements of students and need for preceptors. The Education Department will review the documents and inform you if the request is approved or denied.

4. Communicate facility process to your student(s).

5. Communicate any student questions/concerns that cannot be answered by yourself or by our website instructions via e-mail vhasuxStudentRequest@va.gov

6. Direct students to communicate with you, their institution point of contact, and NOT directly with the Sioux Falls VA Health Care System.

7. Instruct students to contact the TMS Help Desk at (866) 496-0463 M-F between 8am and Midnight EST for issues with TMS or e-mail vatmhelpdesk@va.gov

8. The Education Program Assistant will coordinate contact between the Preceptor and Program Coordinator, so these two, and the student can work out a schedule for the training. The Education Program assistant will also coordinate any other necessary training with the appropriate VA Staff and the Affiliates Program Coordinator. Please be aware, that if the affiliate is requesting training for a Clinical Group, and the instructor is a VA employee, the instructor is in charge of leading the CPRS training and orientation, the Education Program Assistant will book a training room.

9. Once all student paperwork has been received, the Education Program Assistant will request accesses for the students, if it is necessary for their rotation at the Sioux Falls VA. After the accounts are created, the Education Program Assistant will contact the school coordinator to inform them that the students can make an appointment for a badge.

Thank you,

Sioux Falls VA Education Department