

## **Student/Instructor WOC (Without Compensation) Appointments**

**\*\*Clinical Instructor is responsible for returning both the Clinical Instructor paperwork and Student paperwork\*\***

### **Clinical Instructor Paperwork for WOC (Without Compensation) Appointments Check List**

1. Student/Instructor WOC (Without Compensation) Appointment Memorandum
2. Clinical Instructor Profile (VA 10-0105b)
3. Copy of Current Kentucky Professional License
4. The Evaluation by Faculty (this must be turned in on the last day of clinicals)
5. A Word document listing student's names and dates of appointment emailed to LRC.

### **Student Paperwork - Each student must complete the following:**

1. Clinical Trainee Registration Form (VA 10-410)
2. Application for Health Professions Trainees (VA 102850D)
3. Department of Veterans Affairs – National Rules of Behavior
4. Abuse of Patients (Memorandum 05-30)
5. Fingerprinting Record Prep Sheet (this form stays with the student and they take with them to the VA Police or HR for fingerprinting).
6. Student Computer Access Code Request Form (if student requires use of computers)
7. Certificate of Mandatory Online Training (Showing completion of mandatory training module)

**\*\*The completed WOC Paperwork Packet must be submitted to LRC personnel one week advance of start date for processing before the students can begin their clinicals @ the VA Medical Center, Lexington, KY.\*\* Thank you for your participation.  
If you have any questions please contact Monica Burke @ [monica.burke@va.gov](mailto:monica.burke@va.gov)**