

# VA Student Trainee Experience Program (VA-STEP)

## VA-STEP Application Process & Application Evaluation Instructions

Office of Workforce Management and Consulting (Scholarships and Clinical Education)



Choose **VA**

September 2022

**VA**



U.S. Department  
of Veterans Affairs

# Accessing the VA-STEP Application

## Application Access Point

<https://va-ams.intelliworx.com/webapp/register/va-step/facility-applicant.view>

### Applicant Registration

This is an initial registration page that sets your basic application requirements. Once you hit Submit, the application will email you instructions for setting up an ID.me account. This email often ends up in your Spam/Junk folder so be sure to look through your email to find it. Setting up this ID.me account is essential in gaining access to this VA Secure site just so you are aware, the process for submitting applications comes in three phases: (1) this initial setup phase, (2) the initial application entry requirements, and finally (3) the additional application requirements (i.e. recommendation, academic verification, resume transcripts, etc.). Each section is completed and submitted before you can go on to the next requirements.

First Name \*

Last Name \*

Email \*

Program \* (Select)

Specialty Type \* (Select)

Facility \* (Select)

Cancel Submit

**Email:** Use the email that you have an ID.me account setup for, if you don't have an email account through ID.me the system will email you with the instructions.

**Specialty:** Either Nursing or Medical Technologist

**Facility:** Choose the facility where you want to apply for the VA-STEP program.

The system will email you instructions on creating an ID.me account if you don't already have one. If you have an account already, proceed to the next screen.

#### Registration Instructions:

1. Logon to <https://va-ams-wait.intelliworx.com/webapp/>
2. Select "SSO Login" button
3. Select "VA (External)" - You will be redirected to the Access VA test page
4. Select "Register for a Sign-In Partner"
5. Select Next, and Next again - then Select "Register for ID.me"
6. Select "Accept" to complete the registration process
7. Start Create New ID.me account process - Select "sign up for an account" hyperlink in pop up window and enter required information. (Enter a valid email address if you wish to reuse the account longer than 90 days, expiration updates are sent to email account; therefore, a valid account is required if you wish to receive updates.)
8. Check and accept "Terms of Service" - Select "Sign-up"
9. If you used a valid email address - go to your email account and open the ID.me email message and select the "confirm your email" hyperlink that will be displayed.
10. If you used fake email account - select the "Complete confirmation" hyperlink that will be displayed.
11. Once email is confirmed Go back to ID.me web page you will see a confirmation message on the ID.me page.
12. Next - Secure your account using one of the options displayed on the ID.me page.
13. Depending on the method chosen you will receive an authentication code.
14. Enter the confirmation code on the "Secure your account" page.
15. Once the code is accepted you may select "continue"
16. Follow screen prompts to - Verify your identity - USE FAKE INFORMATION!
17. Once all data is entered - Review and Confirm your information.
18. Check - The information that I have provided is correct. - Then select "Continue"
19. Follow screen prompts to "Re-verify identity" - Note: ID.me in the lower environment (DEV/SQA/Preprod) are not connected to actual ID validation systems or applications
20. Phone verification is then required - Select the "Verify phone (testing only)" link to simulate actual phone validation.
21. Phone verification will be displayed - Select browser tab to refresh if new screen is not displayed automatically.
22. A confirmation message will be displayed.
23. Follow instructions to go back to the browser on your computer to continue.
24. On the "Authorization Your Application Page" - Select browser tab to refresh if new screen is not displayed automatically "Verification" will be displayed.
25. Select "Allow" - Note: ID.me in the lower environment (DEV/SQA/Preprod) is not connected to actual ID validation systems or applications
26. You will now be prompted to create an account.
  1. Account request is approved, and user is returned to ID.me Sign on input window
  2. Enter new login credentials that were signed to account creation to confirm account and select "Sign in"
27. Select "Text Message" option and select "continue". (You will receive a text message)
28. Enter 6-digit code and select "continue"
29. You will be returned to the VA Application.
30. When the ID.me account authentication is successful, the application landing page is displayed.



Choose VA

VA



U.S. Department of Veterans Affairs

# Accessing Application with ID.me

VA U.S. Department of Veterans Affairs

Application Management System

**PIV/SSO Login**

If your agency uses PIV/CAC and your agency is registered to use SSO with this system select the 'PIV/SSO Login' button below.

[PIV/SSO Login](#)

**Username/Password Login**

Please enter your username (government email address (e.g. john.doe@agency.gov)) and password below.

Email \*

Password \*

[Login](#) [Forgot Password?](#)

**Warning**

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or access data traveling or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure testing and monitoring.

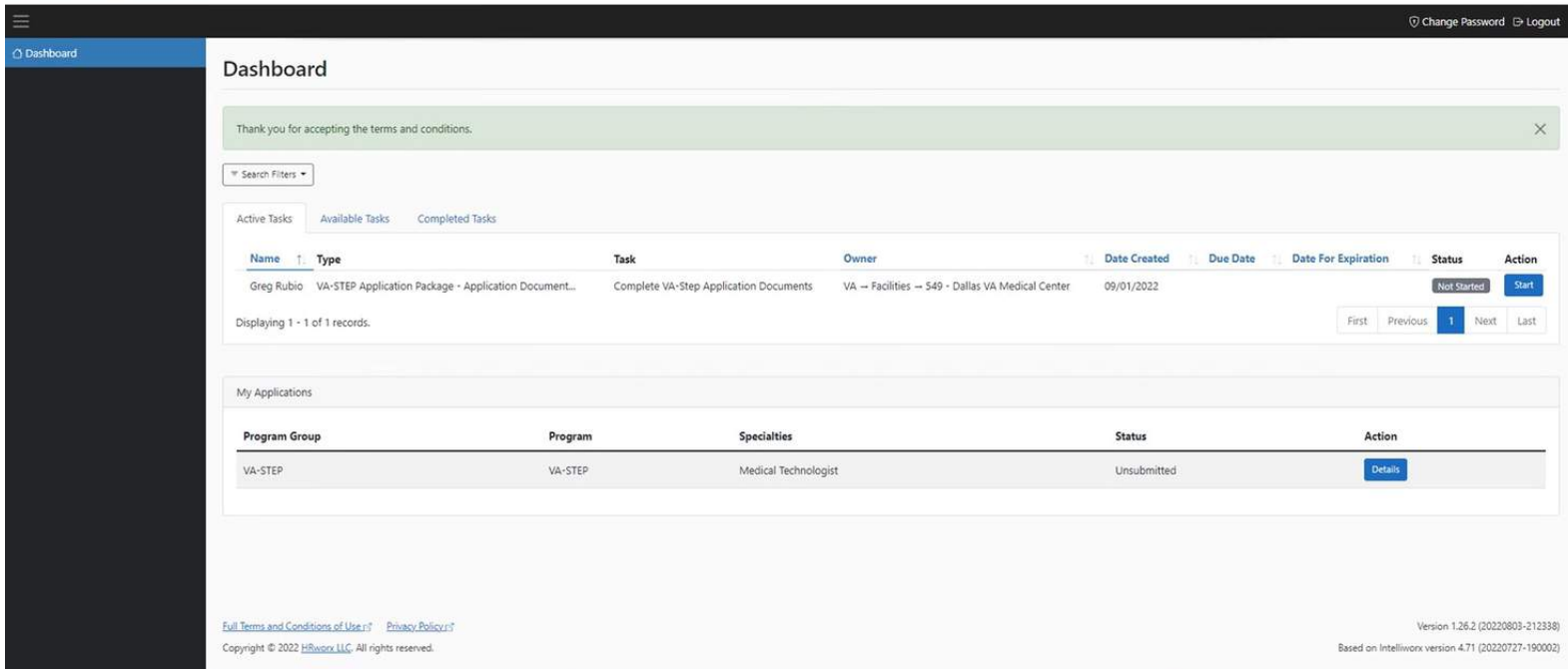
[Full Terms and Conditions of Use?](#) [Privacy Policy?](#)

Version 1.26.2 (20220803-212338)  
Based on InetSoftware version 4.71 (20220727-190002)

Once you have a ID.me login and you are at this screen, accomplish these steps:

- SSO Login
- VA (External)
- Login with ID.me
  - Email = Your ID.me email address
  - Password = Your ID.me Password.

# Application Dashboard



Thank you for accepting the terms and conditions.

Search Filters

Active Tasks Available Tasks Completed Tasks

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Greg Rubio	VA-STEP Application Package - Application Document...	Complete VA-Step Application Documents	VA -- Facilities -- 549 - Dallas VA Medical Center	09/01/2022			Not Started	Start

Displaying 1 - 1 of 1 records.

First Previous 1 Next Last

My Applications

Program Group	Program	Specialties	Status	Action
VA-STEP	VA-STEP	Medical Technologist	Unsubmitted	Details

[Full Terms and Conditions of Use r17](#) [Privacy Policy r7](#)

Copyright © 2022 HSWorx LLC. All rights reserved.

Version 1.26.2 (20220803-212338)  
Based on Intelliworx version 4.71 (20220727-190002)

You should have a task in your Active Task List. From here you select **Start** under the Actions column.

You can also see the overall progress by selecting the **Details** button under the My Applications Section.

# Preliminary Eligibility Questions

Preliminary Eligibility Questions

Are you a US Citizen by birth or naturalization? \*  Yes  No

Are you a VA Employee? \*  Yes  No

After graduation from your education program, will you owe a service obligation to any federal, state, or private institution or be a recipient of any federal scholarship that incurs a service obligation to another organization? \*  Yes  No

Is your CGPA in your current education program at least 3.00 on a 4.00 grading scale? \*  Yes  No

Are you in Good Standing (as defined by the school you are attending) at your school? \*  Yes  No

Are you available to work at the VA for a minimum of 400 hours before you graduate from your education program? \*  Yes  No

Are you interested in employment at the VA after graduation and certification? \*  Yes  No

Have you completed or are you within one semester of completing the final semester or quarter of your junior year in a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) baccalaureate, or generic equivalent Medical Technologist program for medical technology students, Accreditation Commission for Education (ACEN), Commission on Collegiate Nursing Education (CCNE) of the American Association of College of Nursing (AACN) accredited baccalaureate or generic equivalent nursing program for nursing students? \*  Yes  No

Save & Return to Dashboard Save & Start Over Go Back Continue

The system will not let you move forward in the process if you mark any of these question differently then what is on the screen to the left.

To validate accreditation, visit sites: CCNE or ACEN

CCNE: [CCNE - Accredited Programs](https://www.ccnecommunity.org)

[ccnecommunity.org](https://www.ccnecommunity.org)

ACEN: [Search ACEN Accredited Nursing Programs](https://www.acenursing.com)



Choose VA

VA



U.S. Department of Veterans Affairs

# Personal/Professional Data Entries

Over the next several screens you will be entering a lot of information about yourself and your professional activities as well as answering some essay questions. I will only highlight some trouble areas for these sections.

When you get to this screen, please mark the VA Training and Completion Date as Unknown.

You will see some screens with an **Add New** function, this opens another screen to allow for data entry. You can repeat the **Add New** function as often as needed to capture all information.

Application For Health Professions Trainees

Facility Information

VA Training Start Date Unknown

VA Training Start Date   
MM/DD/YYYY Format

VA Training Completion Date Unknown

VA Training Completion Date   
MM/DD/YYYY Format

Application For Health Professions Trainees

Under-graduate and Graduate Education

Education and Training After High School Through Graduate/Professional School

School Name	Street Address	Apt/Suite	City	State	Zipcode	Date Started	Expected Completion Date	Diploma, Degree, or Certificate Awarded	Major
No records									

Application For Health Professions Trainees

Under-graduate and Graduate Education

School Name

City

State

Zipcode

Date Started   
MM/YYYY Format

Expected Completion Date   
MM/YYYY Format

Diploma, Degree, or Certificate Awarded

Major



Choose VA

VA



U.S. Department of Veterans Affairs

# Essay Questions

## VA-STEP Essay Questions

### VA STEP - Essay 1

The intent of the VALOR program is to create a robust pipeline of quality nurses/medical laboratory scientist to care for our veterans. Please explain how your personal goals along with your passion to care for Veterans make you a great fit for the VA.

Word count: 0 (Maximum: 500)

Save & Return to Dashboard

Save & Start Over

Go Back

Continue

## VA-STEP Essay Questions

### VA STEP - Essay 2

Explain a situation where you went above and beyond the expectations in your role. What qualities do you add to the clinical setting or workplace?

Word count: 0 (Maximum: 500)

## VA-STEP Essay Questions

### VA STEP - Essay 3

Why do you want to participate in the scholarship program for which you are applying?

Word count: 0 (Maximum: 500)

Save & Return to Dashboard

Save & Start Over

Go Back

Continue

Limit your essay question responses to 250 words.

Ensure the question is answered.

Articulate your responses.

No spelling error or grammar issues.

When possible, revolve your response around Veterans.

Suggestion: Build your response in MS Word prior to copying and pasting the response into the application.



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

# Reviewing Application Entries

Review the information you provided by selecting each of the topical areas listed below and modifying the data, if needed.

You may notice that there are additional page links that were not presented to you in this particular task. We have made these pages available so you can update information that may have changed since you completed the task where they originally appeared.

In the list below, you may see a page link with the notation **errors on page**. This is generally due to a required answer being skipped during the process. In order to proceed you must return to any page where an error message appears and correct/provide the requested information.

Once you select **Proceed to Final Review**, you will be prompted to certify that the information you provided is accurate.

## Application For Health Professions Trainees Intro

- [Preliminary Eligibility Questions](#)

## Applicant Personal Information

- [Full Legal Name](#)
- [Other Names Used](#)
- [Date of Birth](#)
- [Place of Birth](#)
- [Social Security Number](#)
- [Gender](#)
- [Home Address](#)
- [Personal Contact Information](#)

## Application For Health Professions Trainees

- [National Provider Identifier](#)
- [Military Service](#)
- [Facility Information](#)
- [Current Licenses, Certifications, or Registrations](#)
- [Other Licenses, Certifications, or Registrations](#)
- [Additional Questions](#)
- [Undergraduate and Graduate Education](#)
- [International Medical School](#)
- [Medical Education, Training, and Experience](#)
- [Authorizations](#)

## Military Information

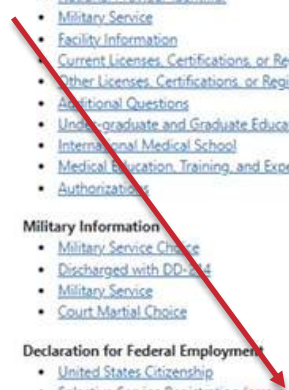
- [Military Service Choice](#)
- [Discharged with DD-214](#)
- [Military Service](#)
- [Court Martial Choice](#)

## Declaration for Federal Employment

- [United States Citizenship](#)
- [Selective Service Registration \(errors on page\)](#)
- [Verification of Civilian Background History](#)
- [Verification of Military Background History](#)
- [Background History - Violations of Law](#)
- [Verification of Employment Termination History](#)
- [Verification of Financial Default History](#)
- [Relatives Working for Government](#)
- [Military/Federal Pension](#)

## Authorization for Release of Information

- [Authorization for Release of Information](#)



On the review screen, the system will tag entries with errors. The applicant will need to go back into the errored sections and fix before they can submit the application.

Once you are happy with your entries, you can Proceed to Final Review



Choose VA

VA



U.S. Department of Veterans Affairs



# Final Submission & Form Review

## Review Form(s)

To view your form(s), select the appropriate link listed below. To review all of your forms at once, select the **All Forms** link listed below. A new window will open and the form(s) will be displayed in PDF format. It may take a few moments for the form(s) to load.

If you need to change any of the information you've entered, you can jump to any page by first selecting the **Review Response Page** button to return to the previous page. Once you've arrived at the Review Response page, you can select the link to the section you wish to edit.

You may print or save these form(s) for your records. When you're done reviewing your form(s), close the window displaying them, then select the **Sign & Submit My Form(s)** button.

**Note:** Once you submit your form(s), you will not be allowed to change any of the information. Make sure you have reviewed them carefully and made all necessary changes.

[All Forms](#)

**Application Forms**  
[Declaration for Federal Employment](#)

**Release Authorization Forms**  
[Release Authorization Form](#)

**VA Application Forms**  
[Application for Health Professionals Training](#)

[Save & Return to Dashboard](#) [Review Response Page](#) [Sign & Submit My Form\(s\)](#)

At this point, you can review the data you entered into an officially rendered form. If everything looks good, select the **Sign and Submit for Final Review.**

## Submit Certification

I certify, to the best of my knowledge and belief, all the information submitted by me for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities, education and personal information. I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in the employment process may be grounds for not hiring me or for terminating my employment after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. § 1001). I further certify that I have reviewed the information provided in the form(s) and acknowledge that electronic approval is the equivalent of signing each form.

[Save & Return to Dashboard](#) [Go Back](#) [Certify](#)

After that you will have to certify the information is correct by selecting **Certify.**

## Next Steps

You have successfully completed this task.

All documents generated from this task have been submitted. Please select the **Return To Dashboard** button to determine if there are additional tasks that need to be completed. You can also view/print your completed documents and forms by selecting to the "Completed Tasks" tab on your Dashboard. Please save or print this page for your records. After returning to the dashboard, you must select the **Logout** link to completely exit the application. We will contact you via email if further action is needed regarding this process.

Any questions regarding this process can be directed towards the Servicing Office.

**Certified Documents List**  
All documents certified at 2022-09-01 12:38:04PM EDT  
[All Forms](#)

**Application Forms**  
[Declaration for Federal Employment](#)

**Release Authorization Forms**  
[Release Authorization Form](#)

**VA Application Forms**  
[Application for Health Professionals Training](#)

**Certification Statement**  
I certify, to the best of my knowledge and belief, all the information submitted by me for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities, education and personal information. I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in the employment process may be grounds for not hiring me or for terminating my employment after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. § 1001). I further certify that I have reviewed the information provided in the form(s) and acknowledge that electronic approval is the equivalent of signing each form.

[Return To Dashboard](#) [Print](#)

Once you have certified, you application portion is submitted but there is still further documents that are needed to have a complete application. At the prompt on the next screen, you should select **Return to Dashboard.**



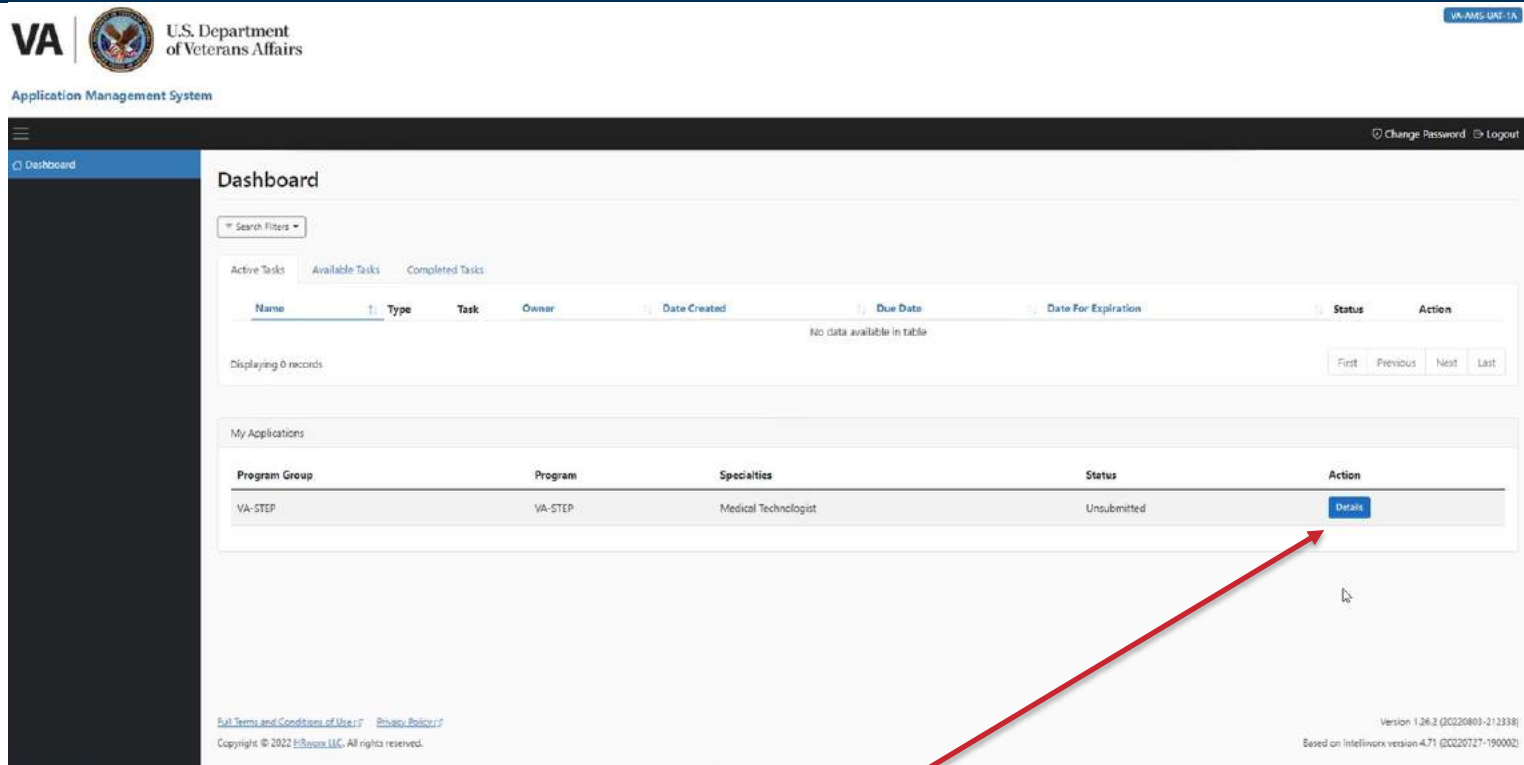
Choose **VA**

VA



U.S. Department  
of Veterans Affairs

# Accessing the Additional Documents



VA | U.S. Department of Veterans Affairs

Application Management System

Dashboard

Search Filters

Active Tasks Available Tasks Completed Tasks

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
No data available in table								

Displaying 0 records

My Applications

Program Group	Program	Specialties	Status	Action
VA-STEP	VA-STEP	Medical Technologist	Unsubmitted	<a href="#">Details</a>

Full Terms and Conditions of Use Privacy Policy

Copyright © 2022 IntelliTrack LLC. All rights reserved.

Version 1.26.2 (20220803-212338)  
Based on IntelliTrack version 4.71 (20220727-190032)

From the Dashboard, now the applicant will be able to access the additional documents requirements by selecting the **Details** option in the My Application section.



Choose VA

VA



U.S. Department of Veterans Affairs 10

# Adding the Additional Documents

Application Packet Details

[← Return to Dashboard](#) [Submit Packet](#)

Please complete the following sections to submit your application packet.

Application Completed

Task	Assignee	Status	Action
Complete VA-Step Application Documents	Greg Rubio	Completed	<a href="#">View</a>

[Edit Application](#)

Supporting Documentation Not Completed

You must provide the following supporting documents in PDF format:

Transcript	<a href="#">Required</a>
Resume	<a href="#">Required</a>
Recommendation Letter	<a href="#">Required: 2</a>
Other Documents	<a href="#">Optional</a>

[Add Document](#)

From here you can **Edit** your Application.

You will also need to provide:

- a Transcript from your current level of education
- a Resume
- two Recommendation letters (Dean/Academic Faculty and Employer/Manager/Other)
- Other documents as you deem necessary but at a minimum of a DD214 for Veterans.

# Final Review & Submission

Application Packet Details

Document added. ✕

[← Return to Dashboard](#) [Submit Packet](#)

Please complete the following sections to submit your application packet

Application Completed

Task	Assignee	Status	Action
Complete VA-Step Application Documents	Greg Rubio	Completed	<a href="#">View</a>

[Edit Application](#)

Supporting Documentation Completed

You must provide the following supporting documents in PDF format:

- Transcript Required
- Resume Required
- Recommendation Letter Required: 2
- Other Documents Optional

Name	Type	Action
<a href="#">Transcript.pdf</a>	Transcript	<a href="#">Delete</a>
<a href="#">Resume.pdf</a>	Resume	<a href="#">Delete</a>
<a href="#">Recommendation Letter.pdf</a>	Recommendation Letter	<a href="#">Delete</a>
<a href="#">Recommendation Letter.pdf</a>	Recommendation Letter	<a href="#">Delete</a>

[Add Document](#)

When all documents have been uploaded the final screen should look like the above screen. Now that all the documents have been loaded, the system will allow you to **Submit Packet**. There will be a couple subsequent screen asking are you sure it is ready for submission.

The system will also send you an email confirmation that the package was received.



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs 12

# Facility Coordinator Review Processes

VA U.S. Department of Veterans Affairs  
Application Management System

**PIV/SSO Login**

If your agency uses PIV/CAC and your agency is registered to use SSO with this system select the "PIV/SSO Login" button below.

[PIV/SSO Login](#)

**Warning**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data traveling or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure logging and monitoring.

**Username/Password Login**

Please enter your username (government email address (e.g. john.doe@ejer.gov)) and password below.

Email \*

Password \*

[Login](#) [Forgot Password?](#)

[Full Terms and Conditions of Use](#) [Privacy Policy](#)

Version 1.26.2 (20220903-212238)  
Based on Intelliware version 4.71 (20220727-190602)

Login to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

**“SSO Login”** on the bottom left

**“VA (Internal)”** from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin

VA U.S. Department of Veterans Affairs  
Application Management System

**Dashboard**

Active Tasks Available Tasks Completed Tasks

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Clean Rule: VA-STEP Application Submission Process		Review VA-STEP Package Completeness	VA - Facility - 349 - Dallas VA Medical Center	06/12/2022			In Progress	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Displaying 1 - 1 of 1 records.

[Full Terms and Conditions of Use](#) [Privacy Policy](#)

Version 1.26.2 (20220903-212238)  
Based on Intelliware version 4.71 (20220727-190602)

From your Dashboard, you will go to the Available Task tab and then Assign to me any applications that are for your facility. Once it is assigned, it will show up in your Active Task list and then you can **Start** the task of reviewing the application.



Choose VA

VA



U.S. Department of Veterans Affairs 13

# Review Checklist and Corrections

**Submission Review**

As a reviewer, it is your responsibility to understand the requirements of VA-STEP and be the last layer of review before the application goes to final selection. Animate notes regarding Academic Status, Specialty, Veteran Status, Resume, Transcripts, References, or SOC or Missing Applicant Documents, articulate that you opened and verified the transcripts.

DO NOT ALLOW AN INCOMPLETE OR PENDING APPLICATION TO GO THROUGH. Send back the application as often as required to either eliminate or approve the submission.

By selecting "Submit" you as the reviewer are certifying that the application meets all eligibility requirements and that the application contains all of the minimum required information.

Return to Dashboard

Applicant Details

Name: Greg Rubin Schools: [ ]  
Program Group: VA-STEP  
Program: VA-STEP  
Specialty Type: Medical Technology  
Status: Submitted  
SSN: 455-55-5555

Verify VA-STEP Details

Date Eligible for Participation in VA STEP Program: MM/DD/YYYY  
Format: MM/DD/YYYY

Notes: [ ]

Verify Application

Confirm Form 10-10580 Application Complete: [ ]  
Confirm 3302 Civilian Minimum Requirement Met: [ ]  
DDI 14 (Indicate Veteran Status): [ ]  
CFR98 Complete: [ ]  
Live/Real Transcript Supports Reported CDTA: [ ]

Documents:  
• [ ] [ ] Application for Health Professionals Program  
• [ ] [ ] Declaration for Federal Employment  
• [ ] [ ] Release Authorization Form

Notes: [ ]

Verify Documents

Confirm Each Uploaded Document

View Resume: [ ]  
View Transcripts: [ ]  
View DD214 (if applicable): [ ]

Documents:  
• [ ] [ ] Transcript  
• [ ] [ ] [ ]  
• [ ] [ ] [ ]  
• [ ] [ ] [ ]

Notes: [ ]

Reopen Submission

Return to Dashboard

Submit

Facility Program Specialist - Please select all application sections you want to open so the applicant can make changes.

Application Components:  
Application: [ ]  
Supporting Documentation: [ ]

Note to Applicant: [ ]

Complete the review of the application and supporting documents.

If anything is missing or you need greater clarification, then you can **Reopen** the document and then reopen aspect of the application and Supporting Documents. Make sure you add Notes to Applicant, so they know exactly what needs to be changed. Once they make the changes, the system will let you know and you can continue your review and acceptance of the application.

Once everything looks good, the **Approve** button will display for final submission to the Selection Committee.

The Application now goes to the selection committee for the facility that you have setup.



Choose VA

VA



U.S. Department of Veterans Affairs 14