

# VA Student Trainee Experience Program (VA-STEP)

## VA-STEP Application Evaluation Instructions

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



Choose **VA**

June 2024

**VA**



U.S. Department  
of Veterans Affairs

# Facility Coordinator Review Processes

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

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.



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VA



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# Review Checklist and Corrections

**Submission Review**

As a reviewer, it is your responsibility to understand the requirements of VA-STEP, and are the last layer of review before the application goes to final selection. Annotate notes regarding Academic Status; Specialty; Veteran Status; Resume; Transcripts; References; OF-306; or Missing Application Documents. Annotate that you opened and verified the transcripts.

DO NOT ALLOW AN INCOMPLETE OR INELIGIBLE 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.

Buttons: Save, Approve, Decline, Reopen

**Applicant Details**

Name	Greg Rubio	School(s)	
Program Group	VA-STEP		
Program	VA-STEP		
Specialty Type	Medical Technologist		
Status	Submitted		
SSN	455-55-5555		

**Verify VA-STEP Details**

Date Eligible for Participation in VA STEP Program \* MM/DD/YYYY  
Format as MM/DD/YYYY.

Notes

**Verify Application**

Confirm Form 10-2850d Application Complete  
 Confirm 3.00 CGDA Minimum Requirement Met  
DD214 (Validate Veteran Status)  
 OF306 Complete  
 Unofficial Transcript Supports Reported CGDA

Documents

- va/va/va/ams/014\_10-2850d\_Application for Health Professions Training
- va/va/va/02306\_Declaration for Federal Employment
- va/va/va/ams/014\_2019\_Release Authorization Form

Notes

**Verify Documents**

Confirm Each Uploaded Document

View Resume  
 View Transcripts  
 View DD214 (if applicable)

Documents

- transcript\_Transcript.pdf
- Resume\_Resume.pdf
- Recommendation Letter\_Recommendation Letter.pdf
- Recommendation Letter\_Recommendation Letter.pdf

Notes

**Reopen Submission**

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, you can **Reopen** the document and then reopen the Application and/or 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 and **\*you have a check mark in all the blocks (even if not a Veteran)\***, 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.

# Questions

Direct Questions to:

[VHAVA-STEPSupport@va.gov](mailto:VHAVA-STEPSupport@va.gov)



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