

Starting the Atlanta VA Research Credentialing Process

What to Expect:

The Research Credentialing process is comprised of two main components, obtaining an appointment with the Atlanta VA Health Care System (AVAHCS) and completing the required training courses and paperwork to engage in research activities. These processes will run concurrently and the steps described in the following pages will walk you through both.

Timelines:

For those who will not be paid by the VA and will need to obtain a Without Compensation (WOC) appointment, the process will likely take at least 1 month. This includes students and staff who will be paid by an entity other than the VA (i.e. Emory, FAVER, CDC). For those who are being paid by the VA and have **already been hired by HR**, the timeline is mostly up to you. But, all requirements can reasonably be completed within 1-2 weeks.

Eligibility:

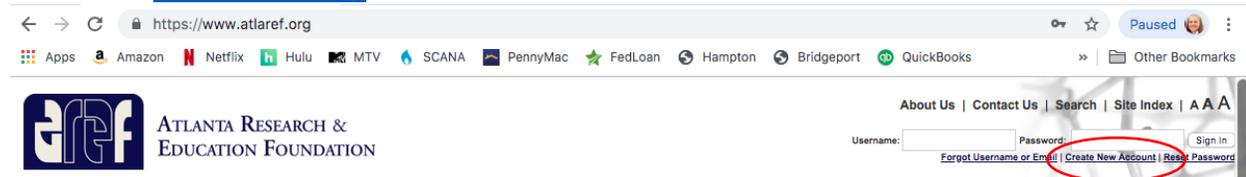
Because the VA is a federal government facility there are many restrictions regarding who may conduct research at the AVAHCS. Please consult with your Principal Investigator and the *AVAHCS Research Eligibility Requirements* document available on the Research Credentialing website (https://www.atlanta.va.gov/services/research/Research_Credentialing.asp) to confirm that you are eligible to participate before proceeding with the steps below.

Contact Person:

Throughout this process you will work with the Research Credentialing Coordinator, Angela King, to complete all of your research credentialing requirements. If you have any questions please reach out to her at Angela.King1@va.gov or (404) 321-6111 x206170.

Getting Started

1. The very first step to starting the Atlanta VA Research Credentialing process is to create an account at www.atlaref.org.



2. Once you click the link, you will be brought to a page with 9 registration questions. How you answer these questions will determine the type of credentialing packet you are provided. If you have any questions about how to answer these questions please ask your Principal Investigator and/or the Research Credentialing Coordinator, Angela King (Anglela.King1@va.gov).

Terms of Service & Disclaimer	By continuing with this registration you signify that you have read and agree to the Atlanta Research & Education Foundation Terms of Service and Disclaimer.
Primary Salary	
1. Who is (or will be) paying your salary to do research? *	<input type="text"/>
Location	
2. What is the primary location where you will be conducting procedures pertaining to research?	<input type="text"/>
Appointment Questions	
3. Are you house staff (resident, medical fellow)? *	<input type="text"/>
4. Will you be involved in projects that involve contact with human subjects or human data? *	<input type="text"/>
5. (If you answered yes to Question 4) Will you have access to Protected Health Information (PHI) or Individually Identifiable Information (III) (eg. SSN, DOB, visit dates) as a result of your participation in research? *	<input type="text"/>
6. Will you be working in a basic science research laboratory? *	<input type="text"/>
7. Will you be working with animals? *	<input type="text"/>
8. What is the length of your appointment? *	<input type="text"/>
9. Do you currently have a license to practice medicine or the ability to obtain a license, or are you a foreign medical graduate that has completed a medical residency in the United States? *	<input type="text"/>

Important Notes for Registration Questions:

Question 3: If you are a medical student who has been fingerprinted and onboarded by Education Service Line, please select “Yes” for this question.

Question 5: If you think you should answer “No” to this question, please confirm this with your Principal Investigator/Supervisor. If you will need access to a VA database like VINCI to conduct data analysis you will likely need to select “Yes” here.

Question 6: Only select “Yes” if your PI has an assigned VA Bio Research Lab. This does not include the labs in the Clinical Studies Center (CSC). If you are unsure consult your PI.

Question 8: Only select “Less than 6 months” if you will be at the VA less than 6 months **AND** will not need computer access at the VA, otherwise select “Greater than 6 months”.

Question 9: If you possess any of the following licenses, please select “Yes” for this question.

- MD, DO
- CNA, LPN, RN, APRN, NP, DNP
- Physician’s Assistant (PA)
- Speech Language Pathologist (SLP)
- Physical Therapist (PT) or Occupational Therapist (OT)
- Licensed Clinical Social Worker (LCSW)

3. The next page you will complete is your Employee Profile. Please fill in the information on this page as you and/or your PI see fit. If you are unsure of what to list in the “Work Contact Information” Section you can fill in the information as listed in the picture below. This information can be updated at any time after your account is created.

Work Contact Information	
E-mail Address:*	<input type="text"/> ?
Company Name:	Foundation for Atlanta Veterans Education and Research ?
Street Address 1:*	1670 Clairmont Rd ?
Street Address 2:	<input type="text"/>
City:*	Decatur
State:*	GA
ZIP Code:*	30033
VA Service Line:	Research (151) ?
VA Section: (If you selected VA campus)	Atlanta Research & Education Foundation (AREF) (151F) ?
VA Mail Code:	151 ?
Office Location or Number:	<input type="text"/> ?
Work Telephone:*	404 - 321 - 6111 Ext. <input type="text"/>
Work Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>

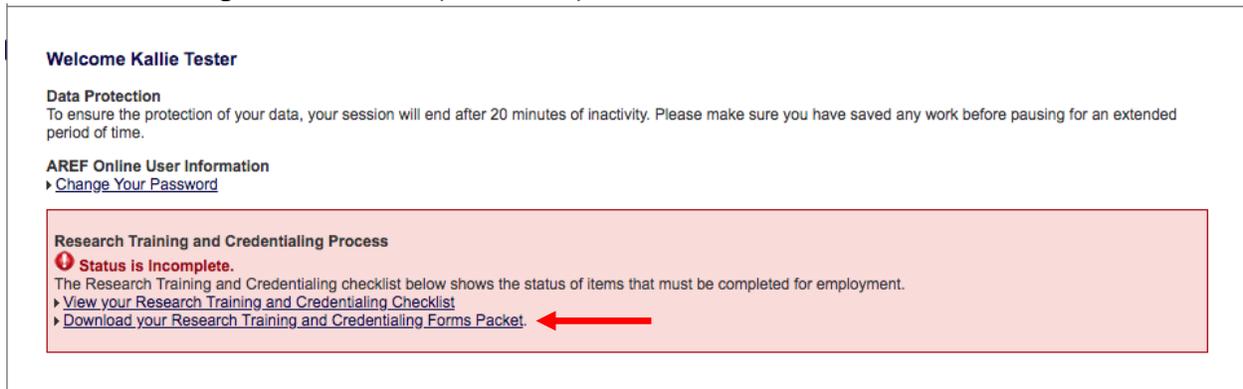
Note: If you have a professional or school email address please use it. If you are in the process of being hired and do not have your professional email address yet, you can enter your personal email address. You will receive the following message, but that is **OK**. Press Ok and proceed with creating your account.

www.atlaref.org says

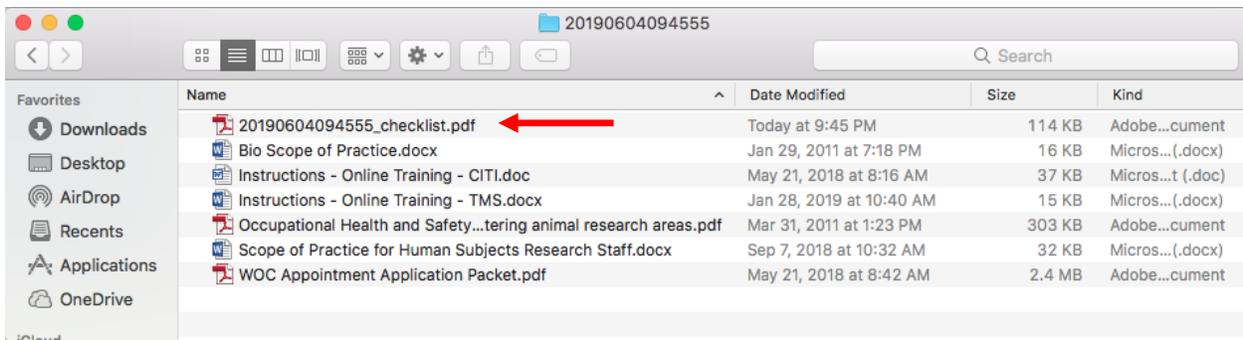
It is recommended that you use an email address from the following domain list when creating an AREF account:

- agnesscott.edu
- alum.mit.edu
- atlaref.org
- gaeip.org
- cdc.gov
- emory.edu
- emoryhealthcare.org

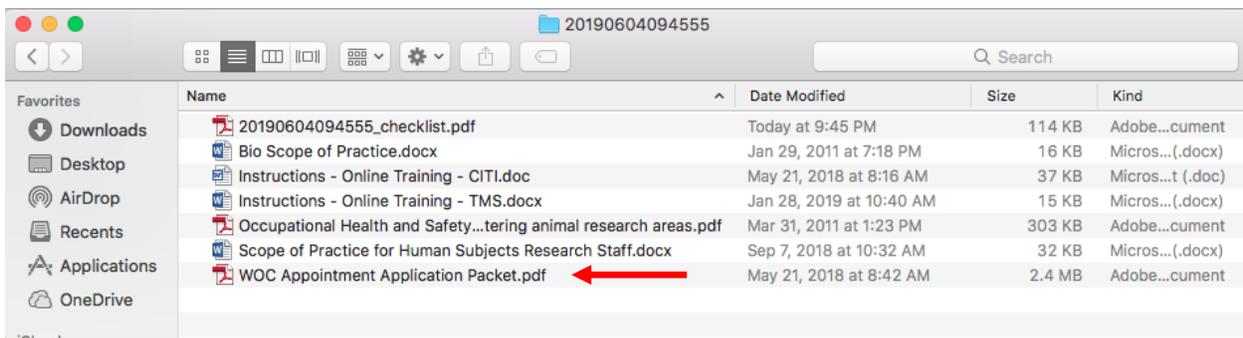
4. Once you submit your employee profile you will be brought to the home screen of your AREF Online account. Here, it is **critical** that you press the link to “Download your Research Training and Credentialing Forms Packet” (see below).



5. Your credentialing packet will download as a compressed zip file that includes your comprehensive checklist and all of the forms and instructions you will need. The first thing you should do is open and save your checklist.



6. If you are not being paid by the VA, it is recommended that the first requirement that you work on is the completion of your WOC Appointment Application Packet. This is the starting point for your VA appointment and background check. The process to obtain your appointment is the longest part of the process and will take approximately 1 month from the date you submit your packet. After you submit this packet you will have plenty of time to work on the other requirements as your package works its way through VA HR.



7. As you work with the Research Credentialing Coordinator to complete the requirements on your checklist, she will mark them as complete on your AREF Online account. You can log in to your account at any time to check on the status of your checklist and see what you still have left to complete by clicking the link below.

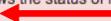
Welcome Kallie Tester

Data Protection
To ensure the protection of your data, your session will end after 20 minutes of inactivity. Please make sure you have saved any work before pausing for an extended period of time.

AREF Online User Information
[Change Your Password](#)

Research Training and Credentialing Process

 **Status is Incomplete.**
The Research Training and Credentialing checklist below shows the status of items that must be completed for employment.

[View your Research Training and Credentialing Checklist](#) 

[Download your Research Training and Credentialing Forms Packet](#)

PLEASE NOTE: When you viewing your checklist this way you will see links to “Visit Site” for the online training courses (see below). These links are currently broken. Please refer to the instructions for creating these accounts in your credentialing zip file (downloaded in step 5) and if you need to access TMS or CITI please type the following URLs into your internet browser.

CITI: www.citiprogram.org

TMS: www.tms.va.gov/secureauth35

Research Training and Credentialing Status

 Indicates an item is completed

 Indicates an item is incomplete

Click a form name if you need to re-download it.

Item Description	Action	Notes	Status
Animal/VMU Orientation			
Background Check Application (e-Qip)			
CITI: Atlanta VAMC Research Safety/Biosafety Annual Refresher	Visit Site		
CITI: Human Research Training	Visit Site		
CITI: Packaging and Shipping of Class 6.2 Agents (if applicable)	Visit Site		
Human Studies Orientation			
Occupational Health and Safety.pdf	Download		
OHS Screening Form			
Risk Assessment	Visit Site		
Scope of Practice (Bio)	Download		
Scope of Practice Form (Human)	Download		
TMS: Infection Control, Blood Borne Pathogens and Tuberculosis	Visit Site		
TMS: Privacy & HIPAA	Visit Site		
TMS: VA Privacy and Information Security Awareness and Rules of Behavior	Visit Site		
WOC Appointment Application Packet	Download		

8. Once all of the requirements on your checklist have been completed, you will receive an email from the AREF Online site that your credentialing is now complete and your Principal Investigator should add you to a research project. Once you have been added to a study, you are free to begin work.