

**UW LEND**  
University of Washington  
**Trainee Registration Checklist**

Check off items completed for each step (if an item does not apply to you, write "N/A"):

**Step 1**

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- Participated in the **UW LEND Orientation**
- Completed the **UCEDD Trainee Registration** form
- Completed the **UW LEND Trainee Profile** worksheet
- Obtained a **UW LEND Trainee Photograph**
- Completed the **UW-CHDD Release of Information** form
- Completed the **Personal Contact** form
- Obtained a **UW NetID and UW Email**
- Obtained a **UWMC ID badge**

**Step 2**

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- Completed a **TB Test** or provided written proof
- Read the **Integrity at Work Brochure**
- Read the **Data Security Form**
- Completed modules for **UWMC 2008 Education Fair and Compliance Topics**
- Completed modules for **HIPAA and Corporate Fraud Awareness**

**Step 3**

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- Obtained an **IRIS/MINDscape Login**

**Once you have completed the appropriate registration steps, sign/date and return a copy of this checklist along with other appropriate forms as requested in the registration steps to [Nancy Saunders](#).**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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