Step 4 Instructions:

STEP 4 - Part A: Covid Vaccination Information – Due 5/29/23

1. **No changes to this part**
   - If you have already upload your COVID-19 Vaccination Card or submit a written religious or medical exception request there is nothing additional needed. If you have not done so yet, please upload your covid vaccinations or Medical/Religious exemption on the link on the [SHPEP 2023 Portal](#) – See Step 4 Part A.

Step 4 - Part B: Medical Clearance Forms – Log in Creation – Due 6/9

1. To create a log-in to start the clearance process to be a volunteer for: UCLA SHPEP, please click the following link: [https://volunteer.uclahealth.org/custom/527/opp_details/5795](https://volunteer.uclahealth.org/custom/527/opp_details/5795)
2. You will be taken to this page: Click “Sign-up”

3. If you did not have a UCLA Health Volunteer Login before, please select "Apply Now" and you will be provided instructions and steps to begin volunteering.
4. You will get a pop-up that says the following, please click “Continue”

5. You will then be directed to a page to complete your Volunteer Profile. Please fill out all info completely and then click submit. It should take about 5 minutes

6. Once you click submit, then you are done with Step 4 - Part B

- You cannot miss this deadline. On 6/12/23 the UCLA Volunteer Office will approve the profiles.  
- At some point on 6/12/23 they will send out approval emails to those who met the deadline. This will be needed for Part C.
Step 4 - Part C: Medical Clearance Uploading – Due 6/16

1. At some point on 6/12/23 you will receive an approval email.
   a. Most likely it will be from Lily Zhang or mention Volunteer or UCLA SHPEP
2. You will then be able to complete AND upload all of the step requirements
   a. Some of these items may take more time, so please do not wait until the last day to get started on this.

FAQS:

- When submitting the Health Clearance Forms, it says “NOTE: Proof of each medical clearance items must be sent to the coordinator in addition to this form.”
  o Please disregard this, you do not need to submit additional proof. However if asked for it, you should be able to provide it.
- Flu shots:
  o Flu vaccines are NOT required at this time. It is only required during flu season which is October – March.
- Onboarding Session: There is a mandatory onboarding session needed for your potential shadowing clearance.
  o This is already scheduled for you. This will be during our SHPEP schedule.