

## HEALTH PROFESSIONS TRAINEES PROCESSING CHECKLIST

**\*\*PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY\*\***

All Health Professions Trainees (HPTs) and instructors wanting to perform a clinical training assignment in the Columbia VA Health Care System (CVAHCS) must complete the items contained in this checklist. Once **ALL** checklist items are complete, the entire packet of original printed items must be returned to the Education Service department at least **5 weeks before the scheduled clinical training date**. **NOTE: This checklist consists of TWO pages.**

**All Instructors:** If you will be at CVAHCS with your students you must go through a credentialing verification process if not previously accomplished. You must also complete this checklist if not previously submitted. Contact our HR office at **(803)-776-4000 ext 54209/56520** for additional credentialing requirements. Getting Started:

Print this **Health Professions Trainees Processing Checklist**. Follow all instructions carefully. Each item is linked to a form or training resource. Select and complete per the "Special Instructions" and any other instructions on the form or training resource. **Return all forms as one packet in the same order as outlined on this checklist. Place the initialed copy of this checklist on top.** This will ensure your paperwork is processed in a timely manner. **It is highly recommended that you keep a copy of all application items provided.**

**NOTE: Items with "\*" are forms that can be completed online and then printed. Make sure to sign and date where necessary. PLEASE print legibly and only use black or blue ink on forms (no other color ink or pencil). Please DO NOT STAPLE or print double sided. Please use a paper clip as we must scan documents for processing. Thank you!**

### TQCVL – Office of Academic Affiliations Requirement

Initial when complete	Checklist Item (Return these items only)	Special Instructions
	1. <a href="#">Trainee Qualifications and Credentials Verification Letter (TQCVL) Guide</a> *1.a. <a href="#">Columbia SC TQCVL Template</a> *1.b. <a href="#">TQCVL Trainee List Attachment Format</a>	<b>MUST BE SUBMITTED BY YOUR SCHOOL/PROGRAM:</b> To qualify for VA training, each health professions trainee (HPT) must first be listed on a Trainee Qualifications and Credentials Verification Letter (TQCVL). A TQCVL from the director of the sponsoring program must be submitted. <b>See TQCVL guidance linked in item 1 and use formatted letter in item 1.a. and TQCVL trainee list in item 1.b.</b>

### All Health Professions Trainee Application Requirements:

	*2. <a href="#">Fingerprint Submission Form</a>	Complete entire form.
	*3. <a href="#">VA Form 10-2850D</a>	Complete all 4 pages except sections IV on page 1. Print and sign where needed and turn-in all 4 pages.
	*4. <a href="#">OF 306</a>	Complete and <b>turn-in pages 2 and 3</b> as applicable (it must be completed and turned in, it's not optional). <b>Print and sign on line 17a. **DO NOT sign 17b.**</b>

	*5. <a href="#">Appointment Affidavit (SF 61)</a> <i>(Use instructions in right column)</i>	Complete the first 6 blank boxes ONLY! As follows: <i>Position = Health Professions Trainee</i> <i>Date = (LEAVE BLANK)</i> <i>Department or Agency = Dept Veterans Affairs Bureau or</i> <i>Division = WJBD Human Resources</i> <i>Place of Employment = Columbia, SC</i> Blank after "I _____ = Your Full Name <b>DO NOT COMPLETE ANY OTHER ITEMS</b> <b>Sign where indicated</b>
	*6. <a href="#">HPT Registration Form</a>	Complete entire form.
	*7. <a href="#">Random Drug Testing Notification</a>	<b>Must be completed by all HPTS except:</b> Social Work, Dietetics, Occupational Therapy, Optometry, Audiology, Speech Pathology, Non-clinical and Administrative trainees.
	8. <a href="#">VHA Mandatory Training for Trainees</a> <i>(Use instructions linked in right column)</i>	ALL MUST complete this training and print the completion certificate. This training consists of 14 modules. It can take up to 2 hours to complete. Be sure you have a printer available to print your completion certificate once you have finished. <b>NOTE: DO NOT use Apple/Mac/iPad/iPhone products. Use PC's only and turn off pop-up blockers.</b> <b>Additional instructions <a href="#">click here</a></b>

As applicable:

### All Males (Male Gender at Birth)

	9. <a href="#">Selective Service Verification</a>	If you were required to register with Selective Service access the verification page linked in item 9, enter your information, print letter and provide copy to your school for TQCVL requirements and include copy in your HPT application package. Registration Requirements <a href="#">select here</a> .
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### Naturalized US Citizens

	10. IF you are a Naturalized US Citizen	<b>Please include copy of any official Naturalization documents with your application paperwork.</b> Prior to your swearing-in at Human Resources, you must show the HR on-boarding staff <b>appropriate and original</b> Naturalized Citizen documentation.
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### Non-US Citizens

	11. IF you are a Non-US Citizen	<b>Please include copy of any official documents that allow you to be in the United States with your application paperwork.</b> Prior to your swearing-in at Human Resources, you must show the HR on-boarding staff <b>appropriate and original</b> documented proof of immigrant status.
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### Vaccinations

	12. You must <b>provide to your school/institution</b> proof of completed vaccinations as required by the <a href="#">CDC for health care workers</a> .	If you are listed on the TQCVL this means your school/institution has verified that you have met all CDC required vaccination requirements for health care workers. <a href="https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html">https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html</a>
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### Vehicle Registration

	13. <a href="#">Vehicle Registration</a>	Review both pages of the vehicle registration form. Complete this form and have with you when you are scheduled to be fingerprinted and or receive VA ID badge so you may obtain appropriate parking decal or pass.
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**NOTE: Incomplete student application packets will not be processed, and you will not be able to start your clinical training on time.**