








**VA CARIBBEAN HEALTHCARE SYSTEM  
SAN JUAN, PUERTO RICO**

**Required documents for WOC Students Rotations**

**IMPORTANT NOTE:**

- Appointments **need to be submitted** 60 days before rotation date.
- All questions about the process will be submitted to the Service Program Coordinators.

<b>Documents checklist that needs to be submitted to Program Coordinators to process WOC students rotations</b>	
<b>Item to complete</b>	<b>Explanation</b>
<p><b>Health Professions Application Form VA Form 10-2850D</b></p>  <p>VAform 10-2850D application.pdf</p>	<p>This form will be completed by the resident. Please make sure you:</p> <ul style="list-style-type: none"> <li>● Answer all the questions</li> <li>● Sign the form</li> <li>● <b>DO NOT</b> use the whole social security number in the form, just the last 4-numbers</li> </ul>
<p><b>Selective Service</b></p>	<p>Federal law requires that most males living in the US between the ages of 18 and 26 register with the Selective Service System. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. Males required to register, but who fail to do so by their 26th birthday, are <b>barred from any position in any Executive Agency</b>.</p> <p>Trainees can visit <a href="https://www.sss.gov">https://www.sss.gov</a> to register, print proof of registration or, if not registered, apply for a status information letter (SIL).</p>
<p><b>Mandatory Training requirement</b></p>  <p>TMS Self-Enrollment Instructions</p>  <p>POC_Program_Coordinators Jan 2023.pdf</p>	<p>All trainees practicing at a VA facility must comply with minimal training requirements for federal employees. Trainees will be able to comply with this training using an online website. <a href="#">VA TMS 2.0</a></p> <p>Instructions on how to self enroll are embedded:</p> <ul style="list-style-type: none"> <li>● Please notice that you must register yourself as a <b>Health Professional Trainee</b></li> <li>● The enrollment process will request a VA point of contact. This person is your <b>VA program coordinator</b> and/or directors. See list attached.</li> <li>● Complete the Mandatory Training for Trainees (VA 3185966). When this training is complete the system provides automatic credit for Privacy and HIPAA training (VA 10203)</li> <li>● <u>Print both certificates</u> and include them as part of your application package.</li> </ul>
<p><b>Influenza vaccination</b></p>	<p>All health providers at the VA must comply with minimal health requirements, including, influenza vaccination.</p>
<p><b>COVID-19 vaccination</b></p>	<p>All health providers at the VA must comply with minimal health requirements, including, <b>COVID-19 vaccination with Booster</b>.</p> <p><b>**Also a negative PCR COVID-19 test must be submitted 3-5 days prior the rotation start date.</b></p>
<p><b>National Provider Identifier (NPI)</b></p>	<p>All HPT must submit evidence of their registration in the NPPES with their assigned NPI number.</p> <p>Is important to have active the following Taxonomy: <b>Student in an Organized Health Care Education/Training Program Taxonomy. Code: 390200000X</b></p>

 <p>Apply_npi_instructions</p>  <p>How to Update TaxonomyNPI.pdf</p>	<p><b>Definition:</b> An individual who is enrolled in an organized health care education/training program leading to a degree, certification, registration, and/or licensure to provide health care.</p>
<p><b>Good Standing Verification Letter</b></p>  <p>2021TQCVLFINALv.4_OAA.docx</p>  <p>TQCVL_Trainees name list.docx</p>	<p>Trainee Qualifications and Credentials Verification Letter is a certification submitted by the Institution from where the trainee comes from. This form certifies that the trainee is in good standing and complies with minimal health requirements and verifications. Institutions are recommended to include all trainees in a single TQCVL document for the current academic year.</p>