

# CVE VERIFICATION PROCESS TRAINING

**IMPORTANT PRE-COURSE INFORMATION AND INSTRUCTIONS:**

Please initial in the boxes below that you have completed the following pre-course actions:

1. I have read the Verification Assistance Briefs: <a href="http://www.va.gov/osdbu/veteran/vapVAB.asp">http://www.va.gov/osdbu/veteran/vapVAB.asp</a>	<input style="width: 80px; height: 20px;" type="text"/>
2. I have completed <b>and printed out the last page</b> of the Verification Assessment tool from <a href="https://www.research.net/s/Verification_Assessment_Tool">https://www.research.net/s/Verification_Assessment_Tool</a>	<input style="width: 80px; height: 20px;" type="text"/>
3. I have taken the Baseline Assessment and have emailed it to <a href="mailto:kathleen.martin@va.gov">kathleen.martin@va.gov</a>	<input style="width: 80px; height: 20px;" type="text"/>
4. I have read the pre-course guide.	<input style="width: 80px; height: 20px;" type="text"/>
<b>Training Location/Venue – For those who are participating via webinar, information/instructions will be sent in a separate email. For those who are located in Washington, DC the address is 425 I Street, Washington DC, 20001, 4<sup>th</sup> Floor, Board of Veterans Appeals Meeting Room. Course training facilitators will meet you in front of the elevators.</b>	
<b>Time:</b> 9:00am - 5:00pm. Please arrive 15-20 minutes prior to ensure you get through security.	
<b>Security requirements – This is a high security facility. Please bring 2 forms of identification, Social Security card, Driver’s License, Birth Certificate, and Passport if you are not a Department of Veterans Affairs employee or contractor with a PIV Badge.</b>	

**Attendee Expectations:**

The mission to assist Veterans to meet the eligibility requirements of the VetBiz program is a noble and important endeavor. It is our expectation that each trainee conduct themselves in a way that expresses an unwavering commitment and dedication to learning the material provided both before and during the course.

Please make sure that prior to attending you have completed all the actions stated in the checklist above. The in-class session relies heavily on participation, two-way dialogue and a healthy examination of the verification process.

By registering, you are making a commitment to be an advocate for our Veteran community and we thank you in advance for your continued support. We look forward to your participation in the training session!

# **CVE VERIFICATION PROCESS TRAINING**

## **Course Objectives:**

- 1)** Understand the roles, responsibilities and interdependence of the Office of Small and Disadvantaged Business Utilization (OSDBU) and the Center for Veteran Enterprises (CVE), both dedicated to supporting Veteran-owned businesses.
- 2)** Know the objectives of the Veteran's First Contracting Program.
- 3)** Recognize the various stages of the verification process needed to qualify for the Veteran's First Contracting Program.
- 4)** Appreciate both the policy mandates and application of Title 38 Code of Federal Regulations (CFR Part 74) in making a verification determination.