



Am I Eligible?

Checklist for Health Professions Trainees (HPTs) Training at VA Facilities

The Department of Veterans Affairs adheres to all federal Equal Employment Opportunity and Affirmative Action policies. The Veterans Health Administration (VHA)/Office of Academic Affiliations (OAA) oversees all clinical health professions training programs. To participate in training at a VA you will receive a Federal Appointment. However, to be appointed you must be eligible. If you are unable to meet all eligibility requirements below please alert your program.

Complete	Requirement	Description of Eligibility Requirement	Name:
<input type="checkbox"/> <i>(Attach proof)</i>	US Citizenship or Documented Immigrant, Non-Immigrant or Exchange Visitor	HPTs who receive a stipend (VA paycheck) must be US citizens. Non-US citizen trainees who are not VA-paid (known as without compensation-WOC) may be appointed on the condition that you provide current immigrant, non-immigrant or exchange visitor documents proving that you can legally reside or work in the United States.	
<input type="checkbox"/>	US Social Security Number	HPTs must have a US social security number (SSN) prior to beginning the VA pre-employment, on-boarding process. If you have applied, but do not yet have an SSN, you must wait. HPTs not eligible to apply for an SSN should immediately contact your program and be reassigned.	
<input type="checkbox"/> <i>(Attach proof)</i>	US Selective Service System Registration	Federal law requires that most males living in the US between the ages of 18 and 26 register with the Selective Service System. <i>Male</i> , for this purpose, is any individual born male on their birth certificate regardless of current gender. Males required to register, but who failed to do so by their 26th birthday, are barred from any position in any Executive Agency. Visit https://www.sss.gov to register, print proof of registration or apply for a Status Information Letter.	
<input type="checkbox"/>	Proof of Identity	On-boarding requires two source identification documents (IDs) to prove your identity. Documents must be unexpired and names on both documents must match. For more information visit: https://www.oit.va.gov/programs/piv/media/docs/IDMatrix.pdf States have begun issuing Secure Driver's Licenses. Be sure yours will be accepted as a Real ID https://www.dhs.gov/real-id	
<input type="checkbox"/> <i>(Attach proof)</i>	National Practitioner Data Bank (NPDB)	HPTs who are currently licensed, or who previously held a license in the same or a different discipline, must be screened against the NPDB. Visit the site to perform a self-query and confirm you are eligible for VA appointment. https://www.npdb.hrsa.gov/	
<input type="checkbox"/> <i>(Attach proof)</i>	List of Excluded Individuals and Entities (LEIE)	The Department of Health and Human Services Office of the Inspector General has compiled a list of individuals excluded from participation in Medicare, Medicaid and all other Federal healthcare programs. Visit the site to confirm you are NOT on this list https://exclusions.oig.hhs.gov/	
<input type="checkbox"/> <i>(Attach proof)</i>	Health Requirements	As a condition of appointment, HPTs must be physically and mentally fit to perform the essential functions of the training program <u>and</u> immunized following current Center for Disease Control guidelines and VHA policy; immunizations include: annual TB screening, Hepatitis B vaccination, and annual seasonal influenza vaccination (alternative for influenza vaccination is to wear a mask when at a VA health care facility).	
<input type="checkbox"/>	Fingerprint Screening and Background Investigation	HPTs will be fingerprinted and undergo screenings and background investigations. A VA Human Resources Personnel Suitability Specialist will determine suitability. Additional details can be found here: http://www.archives.gov/federal-register/codification/executive-order/10450.html	
<input type="checkbox"/>	VA On-boarding Forms	Additional pre-employment forms include the: Application for Health Professions Trainees (VA 10-2850D) Declaration for Federal Employment (OF 306) HPT Random Drug Testing Notification and Acknowledgement memo (see below) These documents and others are available online for review at https://www.va.gov/oa/app-forms.asp . <i>Falsifying any answer on a Federal document will result in the inability to appoint or immediate dismissal from the training program.</i>	
<input type="checkbox"/>	Drug-Free Workplace	HPTs are not drug-tested prior to being appointed, however you will be subject to random drug testing throughout the entire VA appointment period. You will be asked to sign an acknowledgement form stating you are aware of this practice (see form in the link above).	