

Am I Eligible to rotate to the VA?

Checklist for New Health Professions Trainees (HPTs)

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 Coordinator at your school.**

Complete	Requirement	Description of Eligibility Requirement	Name:
<input type="checkbox"/> (Provide proof)	US Citizenship or Documented Immigrant, Non-Immigrant or Exchange Visitor	HPTs receiving 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 they 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) <u>prior</u> to beginning the VA pre-employment, on-boarding process.	
<input type="checkbox"/> (Provide proof)	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. 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 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"/> (Provide proof)	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 your eligibility for VA appointment. https://www.npdb.hrsa.gov/	
<input type="checkbox"/> (Provide proof)	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"/> (Provide proof)	Health Requirements	As a condition of appointment, HPTs must be physically and mentally fit to perform the essential functions of the training program and immunized following current Center for Disease Control guidelines and VHA policy: immunizations include; 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).	

If all requirements have been completed as applicable then you may proceed with the onboarding process. The next step is to complete the VA onboarding paperwork and a fingerprint appointment as instructed by your Program Coordinator.