

**TRAINEE QUALIFICATIONS AND CREDENTIALS  
VERIFICATION LETTER (TQCVL)**

Date:

Dear Medical Center Director:

I certify that all applicable information for each health professions trainee listed on the attached Trainee Qualifications and Credentials Verification Letter (TQCVL) List of Trainees has been verified. At the time of verification, all trainees listed are fully qualified, have the necessary credentials, and are eligible for Federal appointment in order to complete their scheduled clinical training at a Department of Veterans Affairs (VA) healthcare facility.

ALL trainees:

- Are enrolled in the designated training program and have met criteria for their specified level of training;
- Meet the physical requirements of the training program;
- Have had tuberculosis screening as required by the Center for Disease Control (CDC) or VA standards;
- Have had hepatitis B vaccination or have signed declination waivers;
- Have been vaccinated for influenza per VHA policy; currently by November 30th each year or, if declining vaccination, trainees are aware of the requirement to wear a face mask throughout the influenza season while at the VA healthcare facility;
- Have been screened against the Health and Human Services' List of Excluded Individuals and Entities (LEIE). <https://exclusions.oig.hhs.gov/> (all paid and WOC trainees)

As applicable:

- International medical school graduates have had primary source verification of the Educational Council for Foreign Medical Graduates (ECFMG) certificates.
- Licensed trainees have been screened against the National Practitioner Data Bank (NPDB) <https://www.npdb.hrsa.gov/>
- Trainees born male, both U.S. citizens and immigrants, who are between 18 and 25 years old, have registered with the Selective Service or provided a Status Information Letter affirming exemption from the requirement.
- If required by the admission criteria of the training program, trainees have had primary source verification of education and other credentials.

**NOTE: List may not be all inclusive. Please mark which items below are required by the training program and have been verified.**

- Reference letters
- Primary source verification of current and past license(s) or registration(s) in any field
- Certification(s) through the state licensing board(s) and/or national and state certification bodies
- Drug Enforcement Administration (DEA) registrations
- National Provider Identifier (NPI) registration
- Other: \_\_\_\_\_

As applicable, for non-US citizen trainees:

- Documented proof of current immigrant, non-immigrant or exchange visitor status has been reviewed and **a copy attached** to include:
  - Appropriate visa (J-1, J-2, H-1B, H-4, E-3); or
  - Permanent Resident Card (formerly “Green Card”); or
  - Deferred Action for Childhood Arrivals (DACA) trainee, Employment Authorization Document (Form I-766).
  - Other visas require discussion with the VA Designated Education Officer (DEO) and may need decision of VA General Council.
- Appointment of non-US citizens must be approved by the VA Medical Center Director.

I will notify the VA DEO, as soon as possible but no later than 72 hours, of changes in the academic status of individual trainees, adverse actions that affect the trainee appointment, or changes in health status that pose a risk to the safety of trainees, other employees, or patients.

I certify that all documents pertaining to the listed trainees are maintained on file and available for review by VA officials by contacting the following Office:

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Educational Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Educational Official  
[Acceptable Titles include: Program Director, Designated Institutional Official (DIO), Educational Dean, Dean for Academic Affairs, Dean]

**ACOS-E**

Accept      Do Not Accept

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**VAMC Director**

Accept      Do Not Accept

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Enclosure: **TQCVL List of Trainees**  
cc: **VA Facility, Designated Educational Officer**

