

VA SPONSORED AND NON VA-SPONSORED CLINICAL TRAINEE WITHOUT COMPENSATION (WOC) CHECKLIST

This checklist identifies all items that must be completed for new trainees to obtain an initial WOC appointment letter, badge, and computer access codes from the VA Eastern Colorado Health Care System (ECHCS). The WOC appointment letter must be established and current for WOC personnel to work at any ECHCS facility. The WOC appointment letter may be valid for the entire duration of your training program or less, depending on the anticipated training program and/or graduation end date that is provided by your Educational Institution to the VA on the Trainee Qualifications & Credentials Verification Letter (TQCVL). Please complete the highlighted sections of this checklist electronically as there is an additional requirement for non-citizens or non-US born citizens to complete.

Please note: This entire process must be completed for returning trainees if they allow their WOC appointment to expire before requesting an extension for a new WOC appointment. Trainees needing an extension on their WOC appointment should coordinate with their Educational Institution's Program Coordinator and/or VA Point of Contact (POC) to submit an updated TQCVL, VHA mandatory training for trainees (MTT) certificates, and WOC Extension Request coversheet to VA Human Resources.

In accordance with VA Handbook 5005, Part II, Chapter 3, approval for Without Compensation (WOC) Appointment is requested for the following applicant to be assigned to the VA Eastern Colorado Health Care System (ECHCS).

NAME: _____

DATE OF BIRTH: _____ COUNTRY OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

US CITIZEN: YES NO – Fill out Non-Citizen Memo

NATURALIZED US CITIZEN – Fill out Verification of Naturalization

DATE OF BADGE OFFICE VISIT TO COMPLETE FINGERPRINTS: _____

APPOINTMENT IS LESS THAN 180 DAYS IN AN AGGREGATE YEAR: YES NO – Fill out E-QIP Enrollment

PLEASE SUBMIT CHECKED ITEMS BELOW WITH THIS CHECKLIST TO COMPLETE YOUR PACKET

Application for Health Professions Trainees (VA Form 10-2850D)

Declaration for Federal Employment (OF-306)

Employment Eligibility Verification (USCIS Form I-9, section 1)

Computer Access Request Form

E-QIP Enrollment form (if applicable)

VHA Mandatory Training for Trainees Certificates

Random Drug Testing Notification and Acknowledgment

Local Policy Acknowledgment (Patient Abuse, Employee/Patient Relationships, & Rules of Behavior)

Non-Citizen Memo (if applicable)

Verification of Naturalization (if applicable)

NOTE: Required Identity and/or Employment Authorization documents must be presented at time of VA HR in-processing/signing of WOC appointment letter. Non-citizens will need to present a Valid Visa. Naturalized US citizens will need to present original document for Verification of Naturalization.

THIS SECTION TO BE COMPLETED BY VA POC FOR ON-BOARDING

SERVICE/TRAINING PROGRAM: _____

PRIMARY POC: _____ **PHONE:** _____

SECONDARY POC: _____ **PHONE:** _____

FOLLOWING CHECKED BOXES INDICATE RECEIPT OF REQUIRED WOC DOCUMENTS BY VA POC. VA POC SIGNATURE CONFIRMS COMPLETE DOCUMENT SUBMISSION TO VA HR.

- Applicant WOC Packet - includes DEO/DEO Designee Signature(s)**
- VHA Mandatory Training for Trainees Certificate**
- TQCVL - includes RMR VAMC Director Signature**

VA POC SIGNATURE: _____