

**Department of  
Veterans Affairs**

**Memorandum**

Date: March 16, 2018

From: Deputy Chief Academic Affiliations Officer, Office of Academic Affiliations (10A2D)

Subj: Trainee Qualifications and Credentials Verification Letters (TQCVL) Academic Year 2018-2019

To: Director (00), Chief of Staff, ACOS/E or Education Coordinator

1. As a reminder, to qualify for VA training, each health professions trainee (HPT) must first be listed on a Trainee Qualifications and Credentials Verification Letter (TQCVL). A TQCVL from the director of the sponsoring (VA or non-VA) program must be submitted to the VA Facility Director through the VA Designated Education Officer (DEO) prior to onboarding. A TQCVL is required for all HPTs, either VA stipend-paid or Without Compensation (WOC).
2. The TQCVL confirms that HPTs are:
  - A. Enrolled in or accepted into the accredited training program and have had primary source verification of appropriate qualifications and credentials as required by the admission criteria of the training program;
  - B. Qualified and have the required credentials to participate in the accredited training program, as agreed to by the sponsoring institution, affiliated participating institutions, and the VA;
  - C. Compliant with all US citizenship or immigration and naturalization laws and therefore suitable to be appointed to a Federal Government position; and
  - D. Meets the essential functions (physical and mental) of the training program and immunized following current Center for Disease Control (CDC) guidelines and VHA policy for healthcare workers to protect themselves, other employees and patients while working in a healthcare facility.
3. Trainees listed on the TQCVL must meet all criteria stated in the document. If a trainee does not meet these criteria they should not be listed on the TCQVL. Trainees are not eligible for a clinical rotation until they meet the criteria on the TQCVL and, as applicable, until reasonable accommodations are made to meet these requirements. Only once a trainee meets all criteria may a new TQCVL be submitted. Program directors should inform the VA DEO of pending issues, but **should not** list unqualified trainees on the TQCVL.
4. The TQCVL is a templated letter; please add your institution's logo/mast head as applicable. You may use the PDF fillable form or create your own document on letterhead. **The content should in no way be altered.** You must submit a list of trainees, attached to the letter, using one of the template(s) provided.
5. You can find the updated forms and instructions regarding the completion of the new TQCVL in a Guide at the following link:  
[https://www.va.gov/OAA/TQCVL/TQCVL\\_Guide2018FINAL.pdf](https://www.va.gov/OAA/TQCVL/TQCVL_Guide2018FINAL.pdf)

6. OAA will hold several Question & Answer sessions for adopting the new templated format. **Call in number: 1-800-767-1750 CODE: 45192**
  - *April 10<sup>th</sup>: 4:30 pm EST (TQCVL as well as GME Validation Allocation)*
  - *April 11<sup>th</sup>: 10 am EST (TQCVL as well as GME Validation Allocation)*
  - *April 19<sup>th</sup>: 3 pm EST (Associated Health & Nursing)*
  - *April 23<sup>rd</sup>: 3 pm EST ((Associated Health & Nursing)*
7. If you have recently used an outdated TQCVL template, **it is not necessary to start over**, apply the new template for your next TQCVL list.
8. Questions concerning this memorandum should be referred to Monica L. Lypson, MD, MHPE, at [monica.lypson@va.gov](mailto:monica.lypson@va.gov) or at 202-461-9220. For information on the templates and guide, please contact Sandie Bee at [sandra.bee@va.gov](mailto:sandra.bee@va.gov) or at 858-334-8835.

*Karen M. Sande*

Cc: VISN Director  
VISN Academic Affiliations Officer