



**DEPARTMENT OF VETERANS AFFAIRS
VA St. Louis Healthcare System
#1 Jefferson Barracks Drive
St. Louis, MO 63125-4199**

CHECKLIST FOR WOC APPOINTMENT INSTRUCTIONS

Purpose: Without Compensation (WOC) Checklist to be used for WOC Appointees.

All entries on the checklist must be completed.

Print Full Name: Please provide your full legal name as shown on driver’s license or a photo ID.
Last Name, First Name Middle Name

Social Security Number: Please provide your social security number.

Date of Birth: Please provide your date of birth. MM/DD/YYYY

Veterans Status: Select what is applicable.

NPI#: The National Provider Identifier (NPI) records providers acquire their unique 10-digit NPIs to identify themselves in a standard way throughout their industry. (<https://nppes.cms.hhs.gov/NPPES/Welcome.do>)

Taxonomy #: State of Missouri Division of Professional Registration. (<https://renew.pr.mo.gov>)

Position to which candidate will be appointed: Select from the drop down your status (Student, Resident, or Fellow) and which service you will be working in.

Renewal: Select Yes or No

Application Form Attached: Please use to check to make sure all forms have been completed.

Is the student attending an affiliated University: Please select the Univeristy or type your University in the fillable area behind Other.

CHECKLIST FOR WOC APPOINTMENTS
Complete all items inserting N/A if not applicable.

NAME: _____ SSN: _____
Last, First, MI

DOB: _____ VETERAN STATUS: VIETNAM
 OTHER ()

NPI#: _____ Taxonomy# _____
 NON-VETERAN

CITIZENSHIP: U. S. Other - Specify: _____
(If not a U.S. citizen, attach documentation to verify efforts to recruit qualified citizen and show Visa status.)

POSITION TO WHICH CANDIDATE
WILL BE APPOINTED: _____

BRIEF DESCRIPTION OF DUTIES: _____

RENEWAL? Yes No **(If yes, DO NOT complete beyond this point.)**

APPLICATION FORM ATTACHED:

- WOC Benefits Letter
- WOC Check list
- Form 306 Declaration of Federal Employment (October 2011)
- VA Form 10-2850d, Application for Health Professions Trainees (Nov 2011)
- TMS Training Certificates: VHA Mandatory Training for Trainees

IS THE STUDENT ATTENDING AN AFFILIATED UNIVERSITY?

Yes If so, check one SLU WU Other

TO BE COMPLETED BY HUMAN RESOURCES MANAGEMENT SERVICE

DRUG TEST SCHEDULED? Yes Cleared Not Required

PHYSICAL SCHEDULED? Yes Cleared _____ Not Required

SPECIAL AGREEMENT CHECK ADJUDICATED? Yes No

CREDENTIALING COMPLETED? Yes Not Required

CLINICAL PRIVILEGES COMPLETED? Yes Not Required

ALL NECESSARY APPROVAL OBTAINED? Yes

MEETS TECHNICAL REQUIREMENTS - reviewed by:

Human Resources Assistant

Date