Appendix H

TQCVL Verification Process for the Clinical Science Doctoral Program in Psychology at the University of Michigan

The Trainee Qualifications and Credentials Verification Letter (TQCVL) is a letter that DCTs are required to sign and submit to the VA on behalf of each trainee that will be working at the VA. The letter contains personal and medical information (e.g., vaccination status) to which the DCT is customarily not privy. For this documented policy, the term DCT refers to the current Director of Clinical Training (DCT) at the University of Michigan, Clinical Science Doctoral Program in Psychology.

The following is a set of guidelines for handling this VA requirement to protect the privacy and respect the self-determination of clinical students as they decide if they wish to pursue VA training opportunities. This process is also in place to ensure that the DCT feels comfortable signing a document that attests to information not appropriate for a DCT to review or evaluate (e.g., vaccination records).

1. The TQCVL VA requirement will be made transparent from the VA to all program students, including the option not to pursue VA training if students wish not to disclose information required by the TQCVL letter.

2. Students pursuing VA training and for whom the VA has requested a DCT-endorsed TQCVL must, per the VA, completed the following steps:
   a. Provide evidence or self-certification of satisfactory physical condition based on a physical examination in the past 12-months
   b. Trainee can provide evidence or self-certification of up-to-date vaccinations for healthcare workers as recommended by CDC and VA (https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html) to include:
      i. Hepatitis B
      ii. Seasonal Influenza, before November 30th of influenza season
      iii. Measles, Mumps & Rubella
      iv. Varicella
      v. Tetanus, Diphtheria, Pertussis
      vi. Meningococcal
   c. Evidence of tuberculosis screening no more than 90-days before the initial VA start date
   d. Sign a program-specific statement that
      i. permits the DCT to screen your name against the Health and Human Services’ list of Excluded Individuals.
      ii. acknowledges that should your name show up on the Health and Human Services’ list of Excluded Individuals, the DCT will be unable to endorse your TQCVL.
iii. sign a program-specific statement that, if assigned to male\textsuperscript{1} at birth, a US citizen or immigrant, and between 18 and 25 years old (inclusive of 18 and 25), you have registered with Selective Services or will provide a Status Information Letter.

e. For non-US citizen trainees:
   i. provide the DCT with documented proof of current immigrant or non-immigrant status. This may include visa status documents, permanent resident card, social security number, Deferred Action for Childhood Arrivals (DACA) trainee Employment Authorization Document (Form I-766), and other forms as requested by the VA during this process
   ii. sign a statement that permits the DCT to provide this documented proof of current immigrant or non-immigrant status along with the TQCVL to the VA.

The foregoing are mandatory requirements set by the VA. The DCT has no ability to waive or modify them. Of course, the decision to pursue training at the VA is at the sole option of the student, and a student who does not wish to comply with these requirements may seek training at a non-VA facility.

3. To protect the privacy and security of the information required to be collected for the TQCVL, the following protocols will be followed:
   a. Any information collected by the DCT for the purposes of completing your TQCVL will be reviewed only by the DCT for purposes of completing the TQCVL or verifying information on the TQCVL. No other faculty will have access to this information.
   b. Information for the TQCVL will be stored for 1 year past the date of earning the Ph.D. or otherwise discontinuing from the program. At this time, the TQCVL and all associated information will be destroyed by the DCT.

\textsuperscript{1}Federal law requires that most males living in the US between the ages of 18 and 25 (inclusive of 18 and 25) register with the Selective Service System. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. \textit{Male} for this purpose is defined as those individuals born male on their birth certificate regardless of current gender. Only male, non-US citizens on a student or visitor visa are exempt from registration. Males required to register, but who fail to do so by their 26th birthday, are \textbf{barred from any position in any Executive Agency}. 