

Document Checklist

Please use this as a checklist to aid in gathering documents to return to VISTA. These will be used in VISTA's credentialing process, in presenting you to job opportunities, and in securing new state licenses and hospital privileges.

- ' Curriculum Vitae
- ' Signed VISTA Professional Services Placement Agreement
- ' Completed VISTA Medical Scope of Practice form
- ' Three current letters of recommendation (you may use the request letters and reply envelopes that are enclosed)
- ' Signed and dated VISTA Authorization and Release form
- ' Six passport photos for licensing and staff privilege applications (please provide actual photos rather than digital files; they can be obtained at copy centers and travel services such as Mail Boxes, Etc., Kinko's, AAA, etc.)
- ' Completed Malpractice History form
- ' Completed Supplemental Claims Information form (if applicable)
- ' Completed VISTA Travel Profile
- ' Copy of undergraduate diploma
- ' Copy of medical school diploma
- ' Copy of National Boards certificate or other initial licensing exam scores
- ' Copy of **all** post-graduate training certificates:
 - Internship Residency Fellowship (if applicable)
- ' Copy of specialty board certification(s) and re-certification(s) (if applicable)
- ' Copy of current DEA registration
- ' Copy of all state licenses, active and inactive (include wall certificates as well as wallet cards)
- ' Copy of state controlled substance registrations (if applicable)
- ' Copy of ECFMG certificate (if applicable)
- ' Copy of ACLS/ATLS/BLS/NALS/ PALS/ NRP certificates (if applicable)
- ' Copy of military separation papers; e.g. a DD214 (if applicable)