Submission of your credentials in the VetPro Credentialing System is required of all VHA licensed, registered, and certified health care providers. This system is used nationwide at all VHA healthcare facilities.

General Information

Computer requirements: A computer with an Internet connection and a standard web browser such as Internet Explorer or Netscape. Please note: VetPro generally does not work well with Mac browsers or some of the newer browsers.

Information you will need handy: You will find it helpful if you to have all required information available before you get started, such as education documents, license issue & expiration dates, professional registrations, certifications, state Controlled Dangerous Substance and/or DEA registrations, etc. The website address is **http://fcp.vetpro.org**.

To review your entries click on the Summary Report found on the green menu on the left side of the screen.

The VetPro Login Page

Enter your SS#: _____

Password: **Changeme1!**

You will create a secure password at this point. The requirements for your password are described on the bottom of the screen where you will change your password.

Select a password that you will remember since this will be your electronic signature at the end when you sign and submit your electronic application.

The fields that are ***BLUE** are required.

Complete and submit your VetPro information within 30 days of receiving the request.

Personal Profile	Review all information, make changes or additions as needed, click **ACCEPT.**
Supplemental Info	READ all questions before answering them. All yes responses require an explanation usually of an issue. Answer all questions and click **SAVE.**
NPI and Taxonomy	This is not a required field; however, if you have a NPI you can enter it. If you enter it, a NPI must be entered with the assigned Taxonomy code.
Professional Education **Professional Training**	For each degree, postgraduate training, etc., enter all required information and click **SAVE.**
License	**If you do not have a license, skip this section.** For all current/previously held licenses, fill in required fields and click the **SAVE** button. To enter additional licenses, click **reset** to get a clean screen, enter information, and click **SAVE** for each.
Federal DEA	Follow the same steps as you did for Licenses (in the previous step).
State CDS	Follow the same steps as you did for Licenses and DEA.
Certification	**If you do not have a certification, skip this section**. For all current/previously held certifications, fill in the required fields and click the **SAVE** button. **NOTE:** Expiration date will be entered for you through the verification process.
References/Peer Review	You are required to enter **three current** peer/references who live in The United States and are familiar with your clinical skills.
Personal History	List **all** of the places you have worked or currently work. Fill in required fields and click the **SAVE** button. You will use this screen to explain time gaps **30** days or greater since professional education graduation (i.e. vacation after school, maternity/paternity leave, independent study). After each entry, click **SAVE** then **RESET** to proceed with additional entries.
Summary Report	Review Summary Report for accuracy. If there are any gaps greater than **30** days, it will be highlighted in **red** at the top the page. You will be required to provide an explanation for that period of time (personal history). Other missing items will be highlighted in **red** and. found by scrolling down the page
Sign and Submit	This is how you finalize and electronically submit your application. Enter your VetPro password and click the **SUBMIT APPLICATION** button. This is an electronic signature so please make sure your information is complete and accurate. A Thank You message will appear if your application has been successfully submitted.

Problems logging in? You get 5 attempts to log in before you're locked out. This is for your protection. If you do get locked out, contact the VetPro Help Desk at vetprohd@mail.nih.gov or the name listed on the back of this information.

Once you are logged in proceed sequentially down the green navigation bar on the left of the screen or you can use the buttons on the bottom of the screen to get to the next screen.

An important note on entering and saving information: To enter a **NEW** entry on a screen, click **RESET** button at the bottom of the screen to get a blank screen, and only when you have a blank screen, enter the information, and click **SAVE**.

When VetPro says you have gaps in your history it is telling you that you have not accounted for **ALL** employment and personal history which usually is entered in the Personal History section. All gaps greater than **30** days since your graduation must be accounted for.

To delete an entry you click the entry and click the Delete button on the bottom of the screen.

All fields required that are labeled ***BLUE** are required and must be entered before submitting your file. All **BLACK** fields are optional.

When you add data and clicked Save, but it's not saving it may be because you did not click the Reset button before entering new data.

Needs specific to this VA facility

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Thank you for submitting your information for credentialing through VetPro. Please be sure to return any necessary paperwork to the facility.

If you need additional assistance, please contact:

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_____

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Office of Quality & Performance — Improving Care for Veterans

Licensed, Registered, and Certified Providers Quick Start Guide

Quick and Easy Steps to an Easy Credentialing Process