

**Please reply to this message to confirm receipt.**

1. Congratulations on completing your training/education program! With your accomplishment comes the requirement to update your credentials for use in the future privileging process. The **Air Force Centralized Credentials Verification Office (AFCCVO)** is responsible for initiating the credentialing process. It is very important that you adhere to the process and timeline outlined in this document to prevent delays at your new assignment.

2. **Within 30 days of receipt of this email, submit (email, fax, or mail):**

- A letter, on official letterhead and signed by your current program director/dean, stating the start date and projected completion date of your training (include the projected day, month, and year).
- **AF Form 1540, Application for Clinical Privileges/Medical Staff Appointment.**
  - See attached instructions for completing the AF Form 1540

3. **When available** submit (email, fax or mail) a copy:

- Life Support certification card(s), to include:
  - Basic Life Support (**BLS**) - mandatory for all providers.
  - If applicable, Advanced Cardiac Life Support (**ACLS**), Advanced Trauma Life Support (**ATLS**), Neonatal Resuscitation Program (**NRP**) and/or Pediatric Advanced Life Support (**PALS**) certification card(s).
- NPI number documentation (email from NPPES or NPI registry print out). Please disregard if previously submitted.
  - If you do not have one you can apply for your NPI at <https://nppes.cms.hhs.gov>
- A copy of National Board Dental Examination Part II scores if not yet licensed.
- Official assignment orders if going to a military facility after graduation.

OR

- Civilian match/acceptance letter if you are continuing on in civilian training after graduation.

4. **45 days prior to program completion, submit: (NOTE: If completed sooner they will have to be re-accomplished. A reminder with the forms will be emailed when due).**

- **AF Form 1562, Credentials Evaluation of Health Care Practitioners - TWO** completed evaluations must be submitted. Your dean and one of the senior level staff providers listed as references on your AF Form 1540 must complete an AF Form 1562. **Please have individuals completing forms send directly to the AFCCVO. They can**

**be faxed to us at (210) 519-2724 or scanned and emailed to  
USAF.JBSA.AFMOA.MBX.AFCCVO@MAIL.MIL.**

- **Clinical Privileges List**, as applicable to your specialty completed by you and your program director/dean.
5. Documentation can be submitted via e-mail (as a scanned image), fax or mail
- Mail: 200 Concord Plaza Dr., Suite 780, San Antonio TX 78216
  - Telephone: (210) 812-2170
  - Fax: (210) 519-2724
  - E-mail: [USAF.JBSA.AFMOA.MBX.AFCCVO@MAIL.MIL](mailto:USAF.JBSA.AFMOA.MBX.AFCCVO@MAIL.MIL)
6. Compliance with these requirements ensures timely completion of the credentialing process and the awarding of clinical privileges upon arrival at your duty station. The required Air Force forms and instructions referenced in this document can be found at <http://www.airforcemedicine.af.mil/AFCCVO>.
7. Should you have questions regarding this letter or any part of the credentials process, please feel free to contact our office.

//Original Signed//  
Silvia Franklin  
Credentialing Supervisor  
AFCCVO