

**Department of Veterans Affairs
Bay Pines VA Healthcare System**

Post Office Box 5005
Bay Pines, FL 33744

Dear Applicant:

Thank you for your interest in employment with the Bay Pines VA Healthcare System. As part of your pre-employment process, it is necessary for you to submit complete information concerning your professional education, training, experience, licensure and certifications. All VetPro Credentialing information must be submitted within 3 days. **Please note this does not constitute an official offer of Federal employment.**

For your convenience, most forms are electronic and easily accessed through your Internet browser. You **MUST** log in to *VetPro*, the VA's Credentials Data Bank, to complete the electronic portion. Please complete the Credentialing Release of Information Authorization (ROI) form and fax back to the VetPro Coordinator at fax number: 727-398-9585. The signed ROI allows Bay Pines VA Healthcare System to make inquiries and verify the information you have submitted.

The Internet address for *VetPro* is <http://fcp.vetpro.org>. To enter the VetPro system, please enter the following information when you access the login page of the above mentioned web site.

Log-On ID: *(your social security number)*
Password: Changeme1!

Once you have logged onto the system you will be required to change your password. This is necessary to maintain the security and integrity of the VetPro system. Only *you* will know this new password. Should you forget your new password, please contact a VetPro Coordinator to reset the password.

To ensure accuracy, we ask that you contact a VetPro Credentialing Coordinator prior to submitting your online VetPro application. This is very important because once you sign and submit your application; the information entered cannot be altered or deleted.

Please feel free to contact the VetPro Coordinators if you have any questions. Once the ROI form is received, the credentialing process will be initiated. The VetPro Coordinators can be reached at 727-398-6661 Ext. 4006. Additionally, you may call 1-888-801-7210. When prompted, please enter 727-398-9539. There will be slight delay prior to a response. Please, however, stay on the line and someone will assist you concerning your VETPRO questions. .