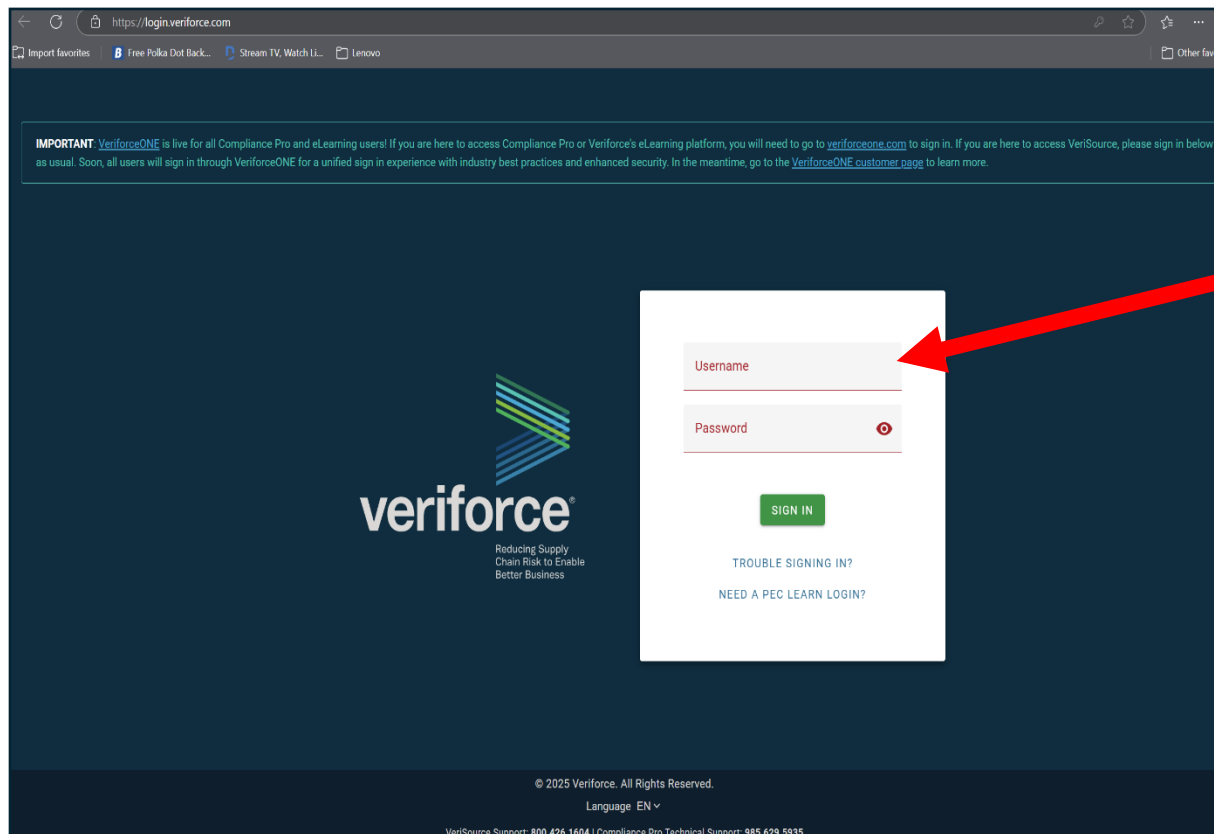


HOW TO TRANSFER OQ RECORDS IN VERIFORCE

OQ records can be transferred from company to company in Veriforce if your company has a Veriforce account. Typically, the administrator for your Veriforce account will have login credentials to initiate the process. Once records are transferred you should receive an email from Veriforce that the transfer has been completed. The whole process should take approximately 5 minutes.

Step 1

Login to your company Veriforce account by entering your username and password. [Veriforce Login](#)



IMPORTANT: VeriforceONE is live for all Compliance Pro and eLearning users! If you are here to access Compliance Pro or Veriforce's eLearning platform, you will need to go to [veriforceone.com](#) to sign in. If you are here to access VeriSource, please sign in below as usual. Soon, all users will sign in through VeriforceONE for a unified sign in experience with industry best practices and enhanced security. In the meantime, go to the [VeriforceONE customer page](#) to learn more.

veriforce
Reducing Supply Chain Risk to Enable Better Business

Username

Password

SIGN IN

[TROUBLE SIGNING IN?](#)

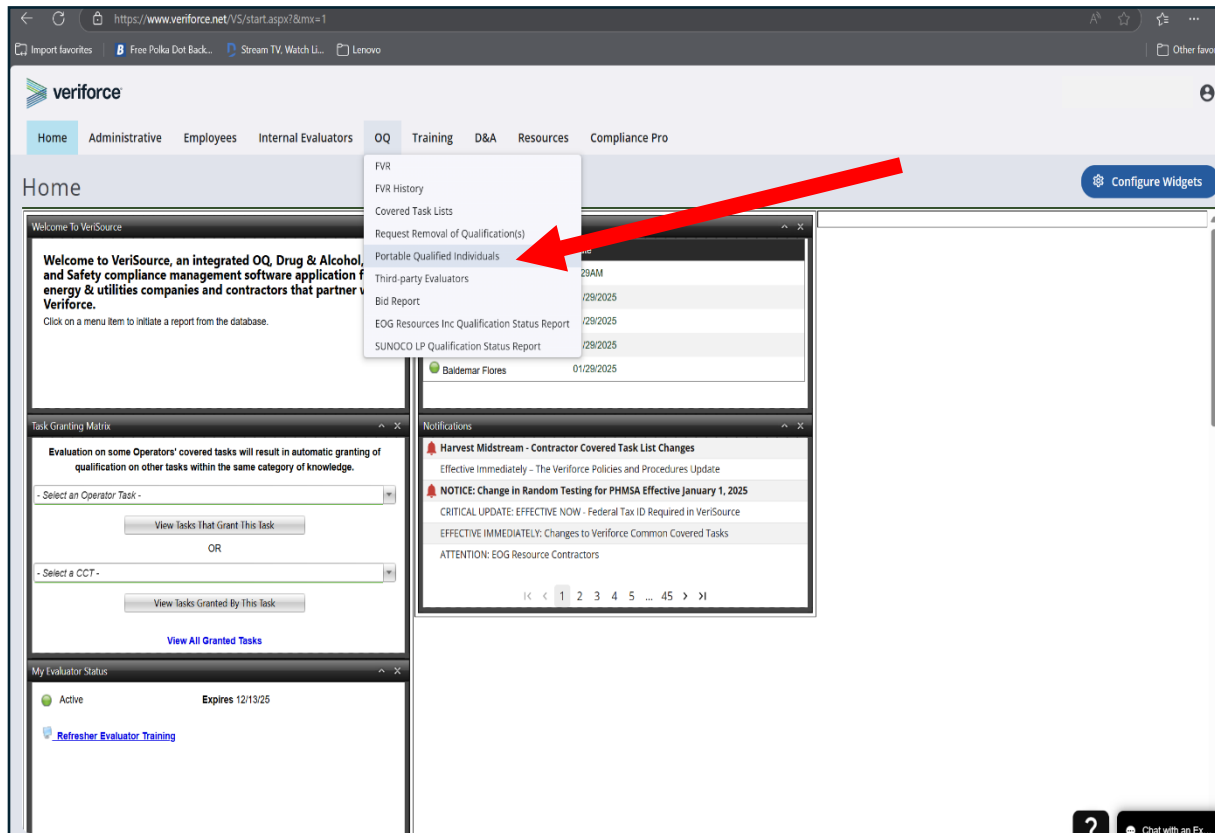
[NEED A PEC LEARN LOGIN?](#)

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Language: EN

VeriSource Support: 800.426.1604 | Compliance Pro Technical Support: 985.629.5935

Step 2

After logging in it should land you on the homepage. Select OQ from the top menu and select Portable Qualified Individuals.



Step 3

Enter the candidates first and last name then click search. You can try different variations of names. They may be under their middle name. I would recommend you use the name on their drivers license.

The screenshot displays the Veriforce web application interface. At the top, the Veriforce logo is on the left, and a navigation menu includes Home, Administrative, Employees, Internal Evaluators, OQ (highlighted), Training, D&A, Resources, and Compliance Pro. Below the menu, there are two paragraphs of text explaining the transfer process. A red arrow points to a search bar labeled "Full or part of the Employee Name or Candidate ID" with a "Search" button next to it. To the right of the search bar is a "Requester Info" section with fields for Requester Name, Main Phone, Main Email, Requester Title, and Alternate Phone. Below this is a "Qualified Individuals to Transfer" section with a large empty box and a "Delete" button. At the bottom of the page, there is a footer with copyright information and a chat button.

https://www.veriforce.net/VS/start.aspx?mx=883

veriforce

Home Administrative Employees Internal Evaluators OQ Training D&A Resources Compliance Pro

To request transfer of an individual(s) qualification(s), complete the information below and select Transfer. The system will execute transfers every five minutes. Once the transfer is complete, the qualification(s) will be added to your company's active employee list and remain there until inactivated by your company. Please note that qualified individuals added via portability transfer will be subject to the same billing fees as those added by evaluators following the evaluation process.

The qualifications associated with a qualified individual in the portability list are currently active and available for transfer. If there is any reason to believe that an individual no longer be qualified, Veriforce will remove the qualifications in question. This removal may occur without advance notice. As a reminder, each company is contractually obligated to notify Veriforce if there is reason to suspect an individual should no longer be qualified.

Full or part of the Employee Name or Candidate ID

Requester Info

* Requester Name: * Requester Title:
* Main Phone: Alternate Phone:
* Main Email:

* Indicates required field.

Qualified Individuals to Transfer:

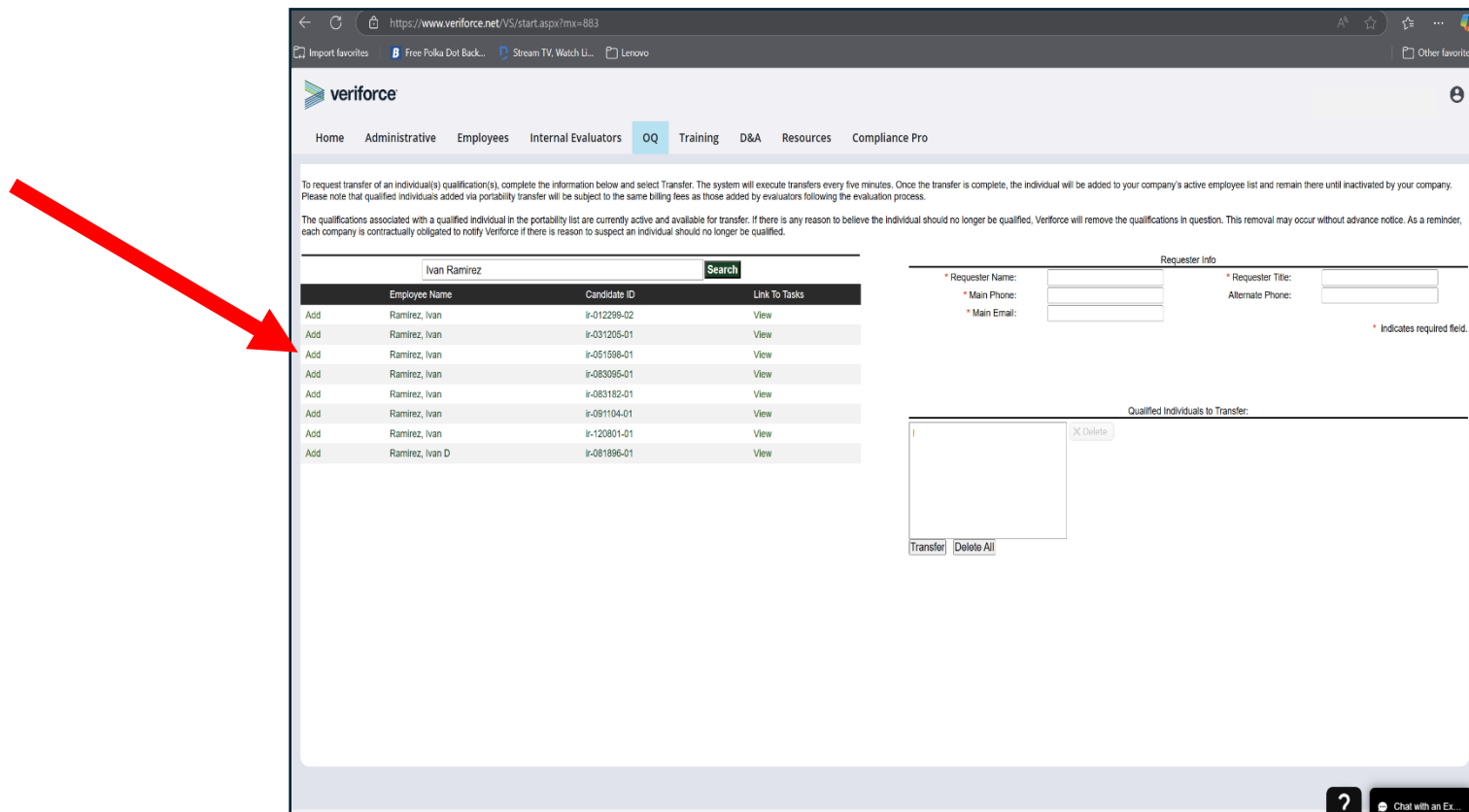
@ 2001 - 2025 Veriforce. All rights reserved. ? Chat with an Ex...

Step 4

Names should populate if they have records that can be transferred. If they do not have records it will prompt you that no records are available.

* Please note that if you leave your computer on idle for too long it will automatically sign you out. You will not know you are signed out and when you try performing searches for candidate records you will not receive results. The best way to check is refresh your screen to confirm that you are signed in.

Select the corresponding name that matches your candidates date of birth and click ADD. The candidate ID is their DOB.



The screenshot shows the Veriforce web application interface. The top navigation bar includes links for Home, Administrative, Employees, Internal Evaluators, OQ (highlighted), Training, D&A, Resources, and Compliance Pro. Below the navigation bar, there is a section for requesting the transfer of an individual's qualification(s). This section includes a table of qualified individuals and a form for requesting the transfer.

Table: Qualified Individuals

	Employee Name	Candidate ID	Link To Tasks
Add	Ramirez, Ivan	Ir-012299-02	View
Add	Ramirez, Ivan	Ir-031205-01	View
Add	Ramirez, Ivan	Ir-051598-01	View
Add	Ramirez, Ivan	Ir-083095-01	View
Add	Ramirez, Ivan	Ir-083182-01	View
Add	Ramirez, Ivan	Ir-081104-01	View
Add	Ramirez, Ivan	Ir-120801-01	View
Add	Ramirez, Ivan D	Ir-081896-01	View

Requester Info

* Requester Name: * Requester Title:
* Main Phone: Alternate Phone:
* Main Email: * Indicates required field.

Qualified Individuals to Transfer:

Step 5

Once you have clicked Add you should see the name appear in the box located on the right-hand side. Now just make sure everything is completed for the Requestor Information and select TRANSFER!

The screenshot shows the Veriforce web application interface. The top navigation bar includes links for Home, Administrative, Employees, Internal Evaluators, OQ (highlighted), Training, D&A, Resources, and Compliance Pro. The user is logged in as Clear Energy LLC (12346). The main content area displays a table of qualified individuals and a form for requesting a transfer.

Requester Info Form: This form is highlighted with a red box. It contains the following fields:

- * Requester Name:
- * Requester Title:
- * Main Phone:
- * Main Email:
- Alternate Phone:

* Indicates required field.

Qualified Individuals to Transfer: This section shows a list of individuals who are eligible for transfer. A red arrow points to the name "Ramirez, Ivan" in the list.

Employee Name	Candidate ID	Link To Tasks
Add Ramirez, Ivan	ir-012299-02	View
Add Ramirez, Ivan	ir-031205-01	View
Add Ramirez, Ivan	ir-051598-01	View
Add Ramirez, Ivan	ir-083095-01	View
Add Ramirez, Ivan	ir-083182-01	View
Add Ramirez, Ivan	ir-091104-01	View
Add Ramirez, Ivan	ir-120801-01	View
Add Ramirez, Ivan D	ir-081896-01	View

At the bottom of the page, there is a search bar with "Ivan Ramirez" entered and a "Search" button. Below the table, there are "Transfer" and "Delete All" buttons.