



VFC Re-Enrollment Annual Training Requirement

You Call the Shots Storage and Handling and Vaccines For Children Program Modules

The Colorado Vaccines for Children Program (VFC) requires that the VFC Vaccine Coordinator and Backup Vaccine Coordinator at each VFC provider office complete two training modules hosted by the Centers for Disease Control and Prevention (CDC).

Required Trainings:

- Vaccine Storage and Handling Module
- Vaccine for Children Module

Please submit a continuing education certificate or certificate of attendance to the VFC program to document your completion of both courses.

General course instructions are listed below and continuing education information can be found at: <http://www.cdc.gov/vaccines/ed/ce-credit-how-to.htm>. The trainings are highly recommended for any other staff working with VFC. The two self-paced, computer-based trainings will take approximately 60-90 minutes to complete and are accessible 24 hours a day, seven days a week.

Vaccine Storage and Handling Module (required):

1. Go to CDC's You Call the Shots website at: <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>
2. Select "**Vaccine Storage and Handling - JAN 2016**" link
3. Scroll to the bottom of the page and click "Continue" to start program.
4. Go through the module until you complete the training. The screen must say course complete for you to receive credit; **Write down the course number and verification code provided for you at the end of the training- you will need this later!**
5. To print your certificate go to the Training and Continuing Education Online system at:

<http://www2a.cdc.gov/TCEOnline/>

You will need to login or register here to get a continuing education certificate or certificate of attendance. This site may also be reached by returning to the You Call the Shots home screen, and clicking on the CDC's online learning system link.

- a. Login as a participant
Note: if this is the first time you use the online system you will need to login as a new participant and create a participant profile.
- b. Register for the Vaccine Storage and Handling course by entering the Course Number **WB2596** into the keyword search. Click View.
- c. Select the course Immunization: You Call the Shots Module Ten: Storage and Handling - 2016 (Web-based) (WB2596).
- d. Select the type of continuing education you wish to receive (available continuing education types include CME, CNE, CHES, CEU, CPE, or AUDIT if you prefer a certificate of attendance) and click Submit.
- e. Confirm your demographic information and click Submit to complete your registration.
- f. Select Click Here if you have completed the course and would like to take evaluation and/or posttest. Upon completion you will be redirected to the Participant Services Page. (Note: You must complete the evaluation and posttest to get a certificate)
- g. Enter the verification code and click Submit. **Use the verification code you wrote down at the end of the training module.**

- h. Complete the Evaluation and click Submit.
 - i. Complete the Posttest and click Submit.
 - j. Click Next to return to the participant services page. Click on Transcript and Certificate to view and print your transcript and/or certificate.
 - k. Select Certificate and print your continuing education certificate or certificate of attendance.
 - l. Write your VFC PIN on each certificate.
6. Send your continuing education certificate or certificate of attendance to the Colorado VFC program by fax: 303-691-6118 or email: cdphe_vfc@state.co.us

Vaccine for Children Program Module (required):

1. Go to CDC's You Call The Shots website at: <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>
2. Select "**Vaccines for Children (VFC) - JAN 2016**"
3. Scroll to the bottom of the page and click "Continue" to start program.
4. Go through the module until you complete the training. The screen must say course complete for you to receive credit; **Write down the course number and verification code provided for you at the end of the training- you will need this later!**
5. To print your certificate go to the Training and Continuing Education Online system at: <http://www2a.cdc.gov/TCEOnline/>
You will need to login or register here to get a continuing education certificate or certificate of attendance. This site may also be reached by returning to the You Call the Shots home screen, and clicking on the CDC's online learning system link.
 - a. Login as a participant
(Note: if this is the first time you use the online system you will need to login as a new participant and create a participant profile).
 - b. Register for the Vaccines For Children Program course by entering the Course Number **WB2597** into the keyword search. Click View.
 - c. Select the course Immunization: You Call the Shots Module Sixteen: Vaccines For Children Program - 2016 (WB2597).
 - d. Select the type of continuing education you wish to receive (available continuing education types include CME, CNE, CHES, CEU, CPE, or AUDIT if you prefer a certificate of attendance) and click Submit.
 - e. Confirm your demographic information and click Submit to complete your registration.
 - f. Select Click Here if you have completed the course and would like to take evaluation and/or posttest. Upon completion you will be redirected to the Participant Services Page. (Note: You must complete the evaluation and posttest to get a certificate)
 - g. Enter the verification code and click Submit. **Use the verification code you wrote down at the end of the training module.**
 - h. Complete the Evaluation and click Submit.
 - i. Complete the Posttest and click Submit.
 - j. Click Next to return to the participant services page. Click on Transcript and Certificate to view and print your transcript and/or certificate.
 - k. Select Certificate and print your continuing education certificate or certificate of attendance.
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If you have any questions please contact the VFC program at cdphe_vfc@state.co.us or 303-692-2650