



Wisconsin Department of Health Services

2017 VFC Annual Training Requirement

Complete and submit the following modules by September 15, 2017: You Call the Shots Storage and Handling, and Vaccines for Children Program.

The Wisconsin Vaccines for Children Program (VFC) requires that the VFC vaccine coordinator and the backup vaccine coordinator at each VFC provider office complete two training modules hosted by the Centers for Disease Control and Prevention (CDC). Each module takes approximately one hour.

Required Trainings:

- Vaccine Storage and Handling Module
- Vaccine for Children Module

Please submit your certificate of completion to the VFC program to document your completion of each course. Write your VFC Pin on each certificate along with the names of the participants if anybody viewed this with you. **Only one VFC Pin is allowed for each certificate.** Each site that physically has VFC vaccine stored will need to submit the two certificates. Submit your certificates for the coordinator and backup together once both modules are complete. We will not accept individual certificates sent in as you complete them.

General course instructions are listed below and continuing education information can be found at: <https://www.cdc.gov/vaccines/ed/ce-credit-how-to.html>. The trainings are highly recommended for any other staff working with VFC. The two self-paced, computer-based trainings will take 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: <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
2. Click on the "Vaccine Storage and Handling - **JAN 2017**" 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 log in 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. Log in as a participant. **Note:** If this is the first time you use the online system, you will need to log in as a new participant and create a participant profile.



- b. Register for the Vaccine Storage and Handling course by entering the Course Number, **WB2755**, into the keyword search. Click "View."
 - c. Click the course Immunization: You Call the Shots Module Ten: Storage and Handling – 2017 (Web-based) (WB2577).
 - d. Click 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. Click "Here" if you have completed the course and would like to take the evaluation and/or post-test. Upon completion you will be redirected to the Participant Services page. (**Note: You must complete the evaluation and post-test 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 post-test 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. Click "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 Wisconsin VFC program by fax: 608-267-9493 or email: vfc@wisconsin.gov.

Vaccine for Children Program Module (required):

1. Go to CDC's You Call The Shots website at: <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
2. Select "Vaccines for Children (VFC) – **JAN 2017**"
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 log in 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. Log in as a participant. (**Note:** If this is the first time you use the online system, you will need to log in as a new participant and create a participant profile.)
- b. Register for the Vaccines For Children Program course by entering the Course Number, **WB2757**, into the keyword search. Click "View."
- c. Click the course "Immunization: You Call the Shots Module Sixteen: Vaccines For Children Program – 2017" (WB2757).
- d. Click 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 the evaluation and/or post-test. Upon completion you will be redirected to the Participant Services page. (**Note:** You must complete the evaluation and post-test 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 post-test 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 Wisconsin VFC program by fax: 608-267-9493 or email: vfc@wisconsin.gov.

If you fail to submit the training by the due date, your site will be suspended from ordering vaccines.

If you have any questions, please contact the VFC program at vfc@wisconsin.gov