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Date: June 20, 2017

To: VFC Enrolled Sites

From: Lynette Hanson, VFC Coordinator  
Wisconsin Immunization Program

Subject: VFC Annual Training Requirement for 2017

Under the Vaccines for Children program there is a required annual provider training that must take place. The training requirement in the Vaccine for Children Operations Guide states:

*“Each enrolled and active VFC provider must receive comprehensive training every 12 months. ...At a minimum the VFC coordinator and back-up coordinator at each provider office must complete the required training every 12 months.”*

The 2017 required training will be met by the Primary and Backup Coordinators completing the “You Call The Shots” training modules which are sponsored by the Centers for Disease Control and Prevention (CDC).

- You Call The Shots Vaccines for Children Program
- CDC Storage and Handling You Call The Shots  
**(Please see attached instructions)**

When completed, these modules are capable of producing a certificate of completion. You will need to print and keep that certificate onsite when you complete the required training. You must also fax or email a copy to the Wisconsin Immunization Program, **after clearly writing the VFC PIN number on the certificate.** Please do so as soon as possible after completion so that your training can be credited and recorded properly at the Wisconsin Immunization Program.

In the case where more than one person is viewing the modules at the same time; the certificate will only have the name of the person who registered for viewing the modules. If you wish to have your own certificate with your name printed you should register separately.

However, it is permissible that participants that viewed the modules together (such as a staff meeting or a lunch and learn) may clearly write their name on the certificate, in addition to the name that is printed, to signify course completion. A certificate may have more than one name listed but can only have one PIN number. Once both modules are completed please submit your certificates, for the primary and backup coordinators, at the same time. We will not accept individual certificates sent in as you complete them.

The modules should be completed as soon as possible but must be completed by September 15, 2017. Email or fax the certificates to [VFC@wisconsin.gov](mailto:VFC@wisconsin.gov) or to (608) 267-9493.

**Please note, participating in a VFC compliance site visit will no longer fulfil the annual training requirement as it has in the past.**

If you have any questions or concerns about this requirement, please contact your Immunization Program advisors, or regional office staff. A directory of the regional staff can be found here: <https://www.dhs.wisconsin.gov/immunization/centralstaff.htm>