



Date: January 18, 2018
To: Vaccines for Children (VFC) Providers
From: Robin Cahall, VFC Coordinator, 1-800-282-8672
Subject: VFC Enrollments & Required Annual Training

PLEASE POST FOR ALL VACCINE MANGEMENT STAFF

Enrollments

Annual VFC enrollments were sent to provider's offices, by mail, in December. If you have not received the enrollment packet for 2018 please contact the Immunization Program, 1-800-282-8672. The deadline for the return of the forms is January 31, 2018. Enrollment forms can be returned to the program by fax, 302-739-2555.

Required Annual Training

The primary and secondary VFC contacts must complete a required annual training provided by CDC. The 2018 You Call the Shots modules are now available on CDC's webpage:

<https://www.cdc.gov/vaccines/ed/youcalltheshots.html>

Detailed instructions are included with this communication. Complete the training and submit the certificates for the following **two** modules:

Vaccines for Children (VFC)- Jan 2018
Vaccine Storage and Handling- Jan 2018

If you have access to DelVAX, the link to CDC's *You Call the Shots* modules and instructions on registration and printing certificates can be found on the Reports/Training Tab in DelVAX under Training Material.

How to Register and Print Certificates for CDC's *You Call the Shots* Training (DE VFC Provider Training Requirement)

ONLY TWO MODULES MUST BE COMPLETED: **Vaccines For Children (VFC) and Vaccine Storage and Handling**

CDC updates the modules on an annual basis. Annual training is required for the Primary and Secondary/Backup VFC Contacts (Coordinators) in each VFC provider's office.


Please print the certificates and fax to 302-739-2555. Include the VFC provider's PIN on the certificate.

1. Register for Continuing Education credit. (If you already have a password and ID go to Step 4) Go to <https://www2a.cdc.gov/TCEOnline/>.
2. Click on New Participant and register as a new participant.
3. Receive a Username and Password.
4. Go to <https://www2a.cdc.gov/TCEOnline/>. Login under PARTICIPANT SERVICES.
5. Click SEARCH & REGISTER




6. Under Search Options, Enter the first course number WB2898 in "2) Keyword Search"
Online Search

You can view what currently exists on our system by selecting one of the three search options below.

Search Options		
1) Date Search View what is on our calendar by selecting a date.	2) Keyword Search Enter a keyword or course number.	3) Display All Select this option to view everything
January 2018 <input type="button" value="View"/>	WB2898  <input type="button" value="View"/>	<input type="button" value="View"/>

7. Click View.
8. The available course will show up in the CE Credits Available. Click the course link.

CE = Continuing Education Credits Available

CE [Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2018 \(Web-based\) \(WB2898\)](#) 
You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccinators [\[more\]](#)

9. Scroll to the Accreditation Statements and select the option that fits your profession. Click Submit.

Accreditation Statements	
Register Here	
<p>CE Available Select the appropriate continuing education</p> <p>Select audit for courses without CE or if you do not want CE.</p> <p>The NBPHE will accept CEUs for CPH recertification credits from CDC.</p>	<p><input type="radio"/> 1 CME (for physicians)</p> <p><input type="radio"/> 1 CME (attendance for non-physicians)</p> <p><input type="radio"/> 1 CNE (for nurses)</p> <p><input type="radio"/> .1 CEU (for other professionals)</p> <p><input type="radio"/> 1 CHES (for certified health education specialists)</p> <p><input type="radio"/> .1 CPE (for pharmacists)</p> <p><input type="radio"/> 0 Audit</p>
Click submit to <i>Register</i> for your selection and obtain event information.	

10. Complete the questions and Submit.

11. Return to Participant Services (click Participant Services in the menu to the left) and Search & Register for the next course Storage and Handling Module (Course #WB2897).

You are now registered to take the courses. Complete the courses by following these steps:

1. Return to Participant Services (click Participant Services in the menu to the left). On the Participant Services Go to the You Call the Shots webpage <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
2. Under Your Scheduled Courses. Click Self-Study Courses

Your Scheduled Courses

[Satellite Broadcasts/Webcasts/Live Courses](#)

[Self-Study Courses](#)

[Conferences](#)

[Re-takes](#)

3. Click on the Course Link- Click Here. You'll be redirected to the You Call the Shots webpage.

Scheduled Self-Study Courses

Self-Study Courses					
Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel
Immunization: You Call the Shots-Module Sixteen Vaccines for Children Program - 2018 (Web-based)	0.1 CEU (for other professionals)	Click here		Pretest/Evaluation/Posttest	To Cancel



4. Click the Vaccines For Children (VFC) Jan 2018 link.

Now Available

- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) Mar 2016
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2015
- [Hepatitis A](#) May 2017
- [Hepatitis B](#) Mar 2016
- [Human Papillomavirus](#) (updated to reflect October 2016 ACIP vote) Feb 2017
- [Influenza](#) (updated to reflect 2017-2018 recommendations) Sep 2017
- [Meningococcal](#) Feb 2016
- [MMR](#) Jan 2015
- [Pneumococcal](#) Feb 2016
- [Polio](#) Oct 2015
- [Rotavirus](#) Apr 2016
- [Tetanus, Diphtheria, and Pertussis \(Tdap\)](#) Mar 2016
- [Understanding the Basics: General Recommendations on Immunization](#) Feb 2015
- [Vaccines For Children \(VFC\) Jan 2018](#) 
- [Vaccine Storage and Handling Jan 2018](#)
- [Varicella](#) Sep 2016

5. Scroll to the bottom of the page and click Continue. The training will begin.

6. Once the training is complete, return to <http://www2a.cdc.gov/TCEOnline/> PARTICIPANT SERVICES.

7. Click on EVALUATIONS AND TESTS.



[Evaluations and Tests](#)
for scheduled courses

8. Click on Self-Study Courses

Your Scheduled Courses

[Satellite Broadcasts/Webcasts/Live Courses](#)


[Self-Study Courses](#) 

[Conferences](#)

[Re-takes](#)

9. Click Take Evaluation/ Posttest.

Scheduled Self-Study Courses

Self-Study Courses					
Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel
Immunization: You Call the Shots-Module Sixteen Vaccines for Children Program - 2018 (Web-based)	0.1 CEU (for other professionals)	Click here	N/A	Take Evaluation/ Posttest 	



10. Complete the questions. Click Next.

Congratulations Public Health, you passed *Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2017 (Web-based)*. Your score is 100.

Please print this page for your records.

Click **Next** to return to the participant services page. Click on **Transcript and Certificate** to view and print your transcript and/or certificate

[Next](#)



If you did not pass the evaluation/ posttest you'll be directed to the Re-Take info. You may not be able to re-take for 30 days. Follow the instructions for Re-Takes.

Printing Certificates

1. Under PARTICIPANT SERVICES. Click on Transcripts & Certificates.

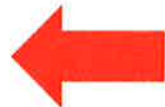


2. From the Transcript- (All Courses page, under Courses), select the Certificate to print.

To order the transcript by date or title click on the column heading.

Courses

<u>Title</u>	<u>Credit</u>	<u>Completion Date</u>	<u>Status</u>	<u>Certificate</u>
Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2017 (Web-based)	.1 CEU (for other professionals)	3/31/2017	Completed	Certificate
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2017 (Web-based)	1 CME (attendance for non-physicians)	3/21/2017	Completed	Certificate
Immunization: You Call the Shots Module Sixteen: Vaccines for Children - 2016 (Web-based)	1 CEU (for other professionals)	1/25/2016	Completed	Certificate
Immunization: You Call the Shots Module Sixteen: Vaccines for Children Program (Web-based)	1 CEU (for other professionals)	2/11/2013	Completed	Certificate
Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based)	1 CEU (for other professionals)	2/8/2013	Completed	Certificate
Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2018 (Web-based)	1 CEU (for other professionals)	1/10/2018	Completed	Certificate



Can't find the completed course to print the certificate??? The courses are arranged in alphabetical order of the title, not in order of the completion date. You can sort by clicking on the column headings. Please search all listed courses for the certificate before attempting to re-register and take the course or evaluation again.

3. Repeat steps 1-10 for Vaccine Storage and Handling (WB2897).

Print the certificates and fax to the Immunization/VFC program 302-739-2555. Include the VFC PIN (Provider's Identification Number that you use to order vaccine). Keep a copy for your record.