

MDHHS VFC ANNUAL TRAINING

It is a requirement to receive VFC training every 12 months. This must include training on (1) The VFC Program and (2) Vaccine Storage & Handling (as well as reviewing Michigan guidance at www.michigan.gov/vfc). **At minimum, the primary and back-up vaccine coordinators must complete training.** However, all personnel who work with VFC vaccine are encouraged to receive annual training. Maintain training documents for a minimum of three years and provide at VFC Compliance Site Visits. New providers or newly assigned primary or backups must also complete MCIR VIM training: <https://www.mcir.org/providers/contact-regions/>.

Training is accomplished via one or more indicators below being completed annually (within 12 months):

- Completing two CDC You Call the Shots web trainings (instructions below)
- Attending Immunization Nurse Education (INE) sessions for VFC and/or Vaccine Management
- Combination of the above, ensuring training on (1) VFC and (2) Vaccine Storage & Handling
OR
- Attending and participating in an entire VFC Compliance Site Visit

CDC You Call the Shots (YCTS): Follow instructions below to complete modules and obtain certificates. Modules are viewed at the YCTS website, while evaluation and certificates are via the TCEO website.

Access and view the CDC You Call the Shots modules:

Go to <https://www.cdc.gov/vaccines/ed/youcalltheshots.html> and complete these two modules:

1. **You Call the Shots: Vaccine Storage & Handling (course WB4417)**
2. **You Call the Shots: Vaccines for Children Program Update (course WB4418)**
 - **Optional:** You Call the Shots—Vaccine Administration (course WB2502)
 - **Optional:** Video—Keys to Storing and Handling your Vaccine Supply (course WD2886R): <https://www2.cdc.gov/vaccines/ed/shvideo/>

After viewing the above modules, obtain certificate and continuing education credit:

1. Register at the TCEO website: <https://tceols.cdc.gov>
2. Select “Search Courses”. Once the course is selected, scroll down and click “Continue”.
3. If prompted, enter in the course code (provided on YCTS and in the information above).
4. Choose the type of continuing education.
5. Under “Pending CE” on the “My Activities” page, select “Evaluation” and complete.
6. Under “Pending CE” select “Posttest” and complete.
7. Visit the “Completed CE” section of the “My Activities” page to download your certificate.
8. Send certificates to the LHD with VFC PIN included. Maintain for minimum of 3 years.

If unsuccessful after two attempts, the user will be locked out; The user will have to access the modules via CDC TRAIN and receive a certificate of completion: <https://www.train.org/cdctrain>

Additionally, the LHD or MDHHS may require a training be repeated or supplemented (i.e.: following a large vaccine loss, displaying challenges with VFC requirements, etc.).

Provider Training to Staff: VFC providers are also responsible to train their staff. Trainings should target:

- Staff receiving vaccine deliveries—how to open, record, and store vaccine shipments immediately
- Staff handling or administering vaccine storage and handling procedures
- Staff transporting vaccine off-site—emergency vaccine management
- Provider Vaccine Management Plans should include documentation of staff training.

REMINDER: This is also a valuable opportunity to review Standing Orders, [Vaccine Management & Emergency Response Plans](#), etc. (required to update plans annually and provide at VFC Compliance Site Visits).