



To: Vaccines for Children (VFC) Providers

From: Kristen Dickerson, PhD, MSN, MPH, RN, MLT (ASCP)
Chief, Bureau of Infectious Diseases

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Re: 2021 VFC Annual Training

The Centers for Disease Control and Prevention (CDC) requires all VFC providers to receive annual training regarding the VFC program and vaccine storage. The Ohio Department of Health (ODH) facilitates this training by directing Ohio VFC providers to two required online training modules housed in the CDC Training and Continuing Education Online (TCEO) system.

All VFC providers must assure that each primary and back-up VFC coordinator complete the required annual VFC training. ODH recommends completion of these trainings as soon as possible, preferably by March 31, 2021. The deadline for completion is December 31, 2021. ODH VFC consultants will verify completion of these courses when conducting VFC site visits. ODH recommends that any other office staff who work with vaccines consider completing this on-line training.

To complete the trainings, please follow this process:

1. Go to the CDC Training and Continuing Education Online (TCEO) online system at: <https://tceols.cdc.gov/>.
2. Follow the instructions to 'Create Account' if you never created a training account with CDC TCEO before.
3. If you already have a TCEO account, follow the instructions for sign-in.
4. Review and follow the '9 Simple Steps' to get your continuing education for each training course.
5. Visit 'Search Courses' to find the two required VFC courses.
6. Search for course number **WB4418: You Call the Shots – Module 16 - Vaccines for Children Program – 2021**. Review the course summary, click 'Continue' and follow the instructions.
7. Search for course number **WB4417: You Call the Shots – Module 10 - Storage and Handling – 2021**. Review the course summary, click 'Continue' and follow the instructions.

Note: be sure to obtain the course verification code shown during each course to receive continuing education.

Each primary and back-up VFC coordinator should print a certificate of completion after completing each module. Be sure to save a copy in a file at your VFC provider office. ODH VFC consultants will ask to view these certificates of completion during each VFC site visit.

Thank you for your efforts to safely vaccinate children on time.