

# VFC Enrollment Training Guide



## INTRODUCTION

The Immunization Section's VFC Annual Provider Staff Training will consist of two of the Centers for Disease Control and Prevention's (CDC) "You Call the Shots" interactive, Web-based training courses. In addition to the online courses, it is also a requirement that VFC providers have a Florida SHOTS account. The VFC enrollee, primary VFC coordinator, and back-up coordinator must each complete both trainings individually. Through Training and Continuing Education Online (TCEO), a course evaluation and posttest for each course will need to be completed prior to receiving a certificate.

**NOTE:** Listing additional names or a group on certificates **will not** be accepted.

## STEP 1

Go to CDC's "You Call the Shots" Web page by clicking on the link, or typing [cdc.gov/vaccines/ed/youcalltheshots.html](https://www.cdc.gov/vaccines/ed/youcalltheshots.html) in the search engine of your desired Web browser (see image below).

The screenshot shows a web browser window displaying the CDC's "You Call the Shots" training page. The address bar contains the URL <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>, highlighted with a red arrow. The page header includes the CDC logo and the text "Centers for Disease Control and Prevention". The main content area is titled "You Call The Shots Web-based Training Course" and includes a note that the course is updated regularly. Below this is an "At a Glance" section with a description of the course and a "YOU CALL THE SHOTS" logo. At the bottom, there is a section titled "Need Continuing Education or a Certificate?" with instructions on how to proceed.

**STEP 2**

Scroll down to the bottom of the Web page, under the “Now Available” section and click on the title of the course. Skim through the course information and click **Continue** to complete the interactive course.

**NOTE:** You will need to complete the following required courses (2) for VFC Annual Provider Staff Training (see image below).

1. Vaccines for Children (VFC)
2. Vaccine Storage and Handling

**Now Available**

- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) Mar 2020
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2021
- [Hepatitis A](#) May 2021
- [Hepatitis B](#) Feb 2020
- [Human Papillomavirus](#) Jan 2020
- [Influenza](#) Sept 2021
- [Meningococcal](#) Jun 2018
- [MMR](#) Jan 2019
- [Pneumococcal](#) Feb 2020
- [Polio](#) Oct 2021
- [Rotavirus](#) Mar 2020
- [Tetanus, Diphtheria, and Pertussis \(Tdap\)](#) Mar 2020
- [Understanding the Basics: General Best Practice Guidelines on Immunization](#) Feb 2019
- [Vaccine Administration](#) Mar 2021
-  [Vaccines For Children \(VFC\)](#) Jan 2022
-  [Vaccine Storage and Handling](#) Jan 2022
- [Varicella](#) Aug 2020
- [Zoster](#) Mar 2018


**STEP 3**

After you have completed the course, follow the **TCEO** link provided at the top of the last slide on your screen (see image below).

Slide 105 of 105

### Continuing Education Information

You have completed this course.  
In order to receive continuing education (CE), please visit [TCEO](#) and follow these [9 Simple Steps](#).

NOTE: Manual registration for the course is required. 

If you do not need CE, but require a certificate for training requirements, please select CEU as the type of continuing education you'd like to earn.

For course content-related questions, contact [Nipinfo@cdc.gov](mailto:Nipinfo@cdc.gov).

If you have any questions or problems, contact CDC/ATSDR Training and Continuing Education Online via email at [CE@cdc.gov](mailto:CE@cdc.gov).

You may also contact the CE Coordinator at NCIRD, Melissa Barnett at [MBarnett2@cdc.gov](mailto:MBarnett2@cdc.gov).

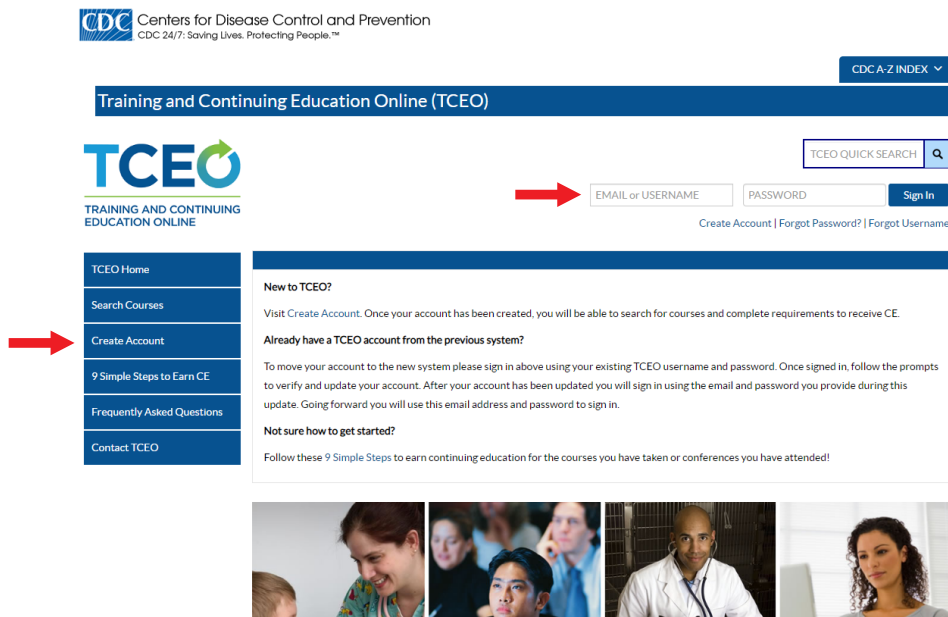
Additional information about CE credit can be found in [this module's introductory page](#).

**STEP 4**

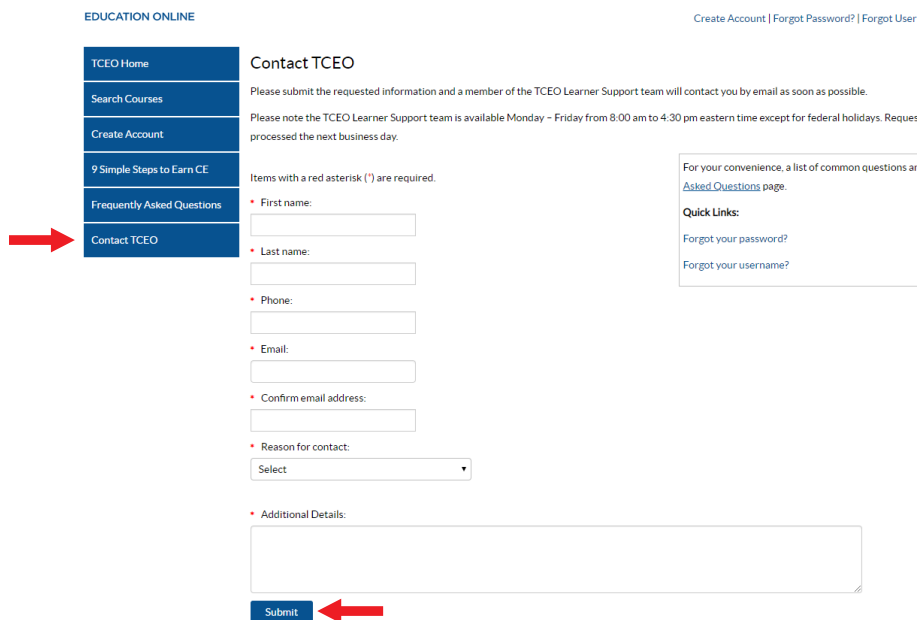
Once you have been redirected to the TCEO Web page, you will need to log in to begin each course evaluation and post-test. Each person will need to have their own TCEO account. You will only need to create an account once. See image below for reference.

If you already have a TCEO account, enter the email or username and password used to create your account, then click **Sign In**. You will need to answer two security questions and click **Next** every time you sign in.

If you **do not** have a TCEO account, click **Create Account** and fill out the required information. You will automatically receive an e-mail with a verification link. Click on the link to verify your account.



**NOTE:** If you have trouble logging in, click **Contact TCEO** on the left menu. Fill out the information and click **Submit** (see image below).



**STEP 5**

After logging in, click **Search Courses** on the menu found on the left side of your screen (see image below).

**NOTE:** As a reminder, two courses are required for VFC Annual Provider Staff Training. You will need to repeat the next few steps for each course.

**STEP 6**

Searching for one course at a time, enter the appropriate course number of each course in the “Topic/keyword/course number” field. Leave the remaining fields “CE type” and “Date of conference/live event” set as -Any-, then click **Search**. See image below as reference.

Listed below are both of the required courses with their course numbers.

1. Vaccines for Children (VFC) course number: **WB4501**
2. Vaccine Storage and Handling course number: **WB4500**

**TCEO**  
TRAINING AND CONTINUING  
EDUCATION ONLINE

**Search Courses**

TCEO Home  
Search Courses  
My Activities  
Manage Account  
Transcripts & Certificates  
9 Simple Steps to Earn CE  
Frequently Asked Questions  
Contact TCEO

Search Browse

Use at least one of the following search options. **Scroll down for search results.**

Topic/keyword/course number:

CE type:

Date of conference/live event:

Meets CDC Quality Training Standards

Search

**STEP 7**

Scroll down to see the search results and click on the title of the course. This takes you to the “Course Summary” page. Review the information, then click **Continue**.

**STEP 8**


“Select the CE for Your Course”: Choose the type of continuing education you’d like to earn. If you **do not** need continuing education, select **0.1 CEU (other professionals)**. See image below as reference.

**NOTE:** You can select more than one type of continuing education option.

WB4265 - Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based)

**Select CE for Your Course**

Select your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide additional information.

- 1 CME** (physicians)
- 1 CNE** (nurses)
-   **0.1 CEU** (other professionals)
- 0.1 CPH** (public health professionals)
- 1 CHES** (certified health education specialists)
- 0.1 CPE** (pharmacists)

**Save and Continue**

Information you provided to register for CE for this course may require you to update your account in TCEO. Go to [Manage Account](#) to make sure the information is up to date.

**STEP 9**

Click **Save and Continue**. This brings you to the “My Activities” Web page where evaluations and post-tests are located. You will need to complete a course evaluation and post-test for each course, in order to receive a certificate.

**NOTE:** You will need to complete the evaluation **before** the post-test becomes available.

**STEP 10**

Scroll down to “Pending CE”. Under the appropriate course title, click **Evaluation** to complete the assessment (see image below). Upon completion, click **Submit Evaluation**, at which time you will be returned to the “My Activities” Web page.

Pending CE

Adjust Enrollment  
Cancel CE

(WB4265)  
Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based) 0.1 CEU

→ Evaluation Required by 12/31/2020  
Posttest Required. Available after evaluation is complete.

**STEP 11**

Scroll down to “Pending CE”. Under the appropriate course title, click **Posttest** to complete the assessment (see image below). Upon completion, click **Submit Posttest** once complete.

**NOTE:** In order to pass the post-test, you must finish it in a single session and get at least an 80% score. If you **do not** pass the post-test, you will have one opportunity to retake it.

Pending CE

Adjust Enrollment  
Cancel CE

(WB4265)  
Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based) 0.1 CEU

Evaluation Complete  
→ Posttest Required by 12/31/2020

**STEP 12**

Once you pass the post-test, a message will be displayed in blue to download your certificate.

**Click on that message to download your certificate.**

**NOTE:** You can download your certificate any time when logged in to TCEO. To get to the TCEO webpage, click on the link or type [tceols.cdc.gov/](http://tceols.cdc.gov/). On the left menu, click the “My Activities” page. Scroll down to “Completed CE”, find the course listed and click **Download Certificate** (see image below).

This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

The screenshot shows the 'Completed CE' section of the TCEO interface. At the top, there is a blue header with the text 'Pending CE' and a search prompt 'Search courses to sign up for CE.' Below this is another blue header for 'Completed CE'. To the right of the 'Completed CE' header is a dropdown menu labeled 'Within the past:' with '1 Year' selected. The main content area displays a table of completed courses. One course is visible: (WB4265) Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based). The course completion date is 1/16/2020 and it is worth 0.1 CEU. A red arrow points to a blue link labeled 'Download Certificate' located below the course title. At the bottom of the table, there is a link that says 'See Transcripts & Certificates for more information on your CE.'

**COMPLETION**

E-mail **both** certificates to [FloridaVFC@flhealth.gov](mailto:FloridaVFC@flhealth.gov). Include your VFC PIN number in the subject line of the e-mail.

For questions related to this training requirement, please call the VFC Help Desk at 1-877-888-7468, Option 1.

## ADDITIONAL ASSISTANCE

For additional training resources covering VFC vaccine ordering, temperature monitoring, inventory management, and other VFC functions within Florida SHOTS, visit <https://flshotsusers.com/training>.

You can also call the Florida SHOTS Help Desk at 1-877-888-7468 with questions or requests including:

- Merging duplicate shot records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- General immunization questions

## Help Desk

### Free Technical Support:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

#### Including:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials