# COVID-19 Program Annual Training Guide



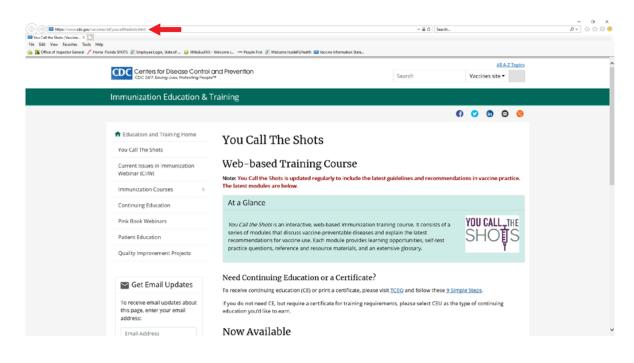
# INTRODUCTION

The Immunization Section's COVID-19 Annual Provider Staff Training will consist of one of the Centers for Disease Control and Prevention's (CDC) "You Call the Shots" interactive, Web-based training courses. In addition to the online course, 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 the training 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 by clicking on the link, or typing cdc.gov/vaccines/ed/youcalltheshots.html in the search engine of your desired Web browser (see image below).



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 course for COVID-19 Annual Provider Staff Training (see image below).

• Vaccine Storage and Handling

# Now Available

- Diphtheria, Tetanus, and Pertussis (DTaP) Mar 2020
- <u>Haemophilus influenzae type b (Hib)</u> 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
- <u>Tetanus, Diphtheria, and Pertussis (Tdap)</u> Mar 2020
- <u>Understanding the Basics: General Best Practice Guidelines on Immunization</u> Feb 2019
- <u>Vaccine Administration</u> 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).

Continuing Education Information	Slide 105 of 105
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 education you'd like to earn.	of continuing
For course content-related questions, contact Nipinfo@cdc.gov.	
If you have any questions or problems, contact CDC/ATSDR Training and Continuing Education Online via CE@cdc.gov.	a email at
You may also contact the CE Coordinator at NCIRD, Melissa Barnett at MBarnett2@cdc.gov.	
Additional information about CE credit can be found in this module's introductory page.	
and the second se	

Once you have been redirected to the TCEO Web page, you will need to log in to begin the 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.

TCEO	EMAIL or USERNAME PASSWORD		
TRAINING AND CONTINUING EDUCATION ONLINE	Create Account   Forgot Password?   Forgot U		
TCEO Home			
Search Courses	New to TCEO?		
Create Account	Visit Create Account. Once your account has been created, you will be able to search for courses and complete requirements to receive Already have a TCEO account from the previous system?		
9 Simple Steps to Earn CE	To move your account to the new system please sign in above using your existing TCEO username and password. Once signed in, follow the pr to verify and update your account. After your account has been updated you will sign in using the email and password you provide during this		
Frequently Asked Questions	to verny and update your account. Arrer your account has been updated you win sign in using the email and password you provide during this update. Going forward you will use this email address and password to sign in.		
Contact TCEO	Not sure how to get started? Follow these 9 Simple Steps to earn continuing education for the courses you have taken or conferences you have attended!		

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

	EDUCATION ONLINE		Create Account   Forgot Password?   Forgot User
	TCEO Home	Contact TCEO	
	Search Courses	Please submit the requested information and a member of the TCEO Learner Support team wi	
	Create Account	Please note the TCEO Learner Support team is available Monday - Friday from 8:00 am to 4:3 processed the next business day.	0 pm eastern time except for federal holidays. Reques
	9 Simple Steps to Earn CE	Items with a red asterisk (") are required.	For your convenience, a list of common questions an Asked Ouestions page.
	Frequently Asked Questions	First name:	Quick Links:
$\rightarrow$	Contact TCEO	Last name:	Forgot your password?
			Forgot your username?
		Phone:	
		• Email:	
		Confirm email address:	
		Reason for contact:	
		Select •	
		Additional Details:	
		Submit	

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



# STEP 6

Enter the course number 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 is the required course with the course number.

• Vaccine Storage and Handling course number: WB4500

TCEO		
TRAINING AND CONTINUING EDUCATION ONLINE	Search Courses	
TCEO Home	Search Browse	
Search Courses	Search browse	
My Activities	Use at least one of the following search options. Scroll down for	search results.
Manage Account	Topic/keyword/course number:	
Transcripts & Certificates	CE type: -Anv-	
9 Simple Steps to Earn CE	Date of conference/live event:	
Frequently Asked Questions	Meets CDC Quality Training Standards	
Contact TCEO	Search	

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)		
	Se	lect 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 prov 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	
		rmation 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 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 the course, in order to receive a certificate.

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

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.

Adjust Enrollment		
Cancel CE		
(WB4265)		
Immunization: You C	all 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** past the post-test, you will have one opportunity to retake it.

djust Enrollment		
Cancel CE		
(WB4265)		
Immunization: You	Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based)	0.1 CEU
Evaluation	V Complete	
	Required by 12/31/2020	

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/. 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.

	Search courses to sign up for CE.		
Completed CE			
		Within the past: 1	Year
(WB4265)	1/16/2020	0.	1 CEU
Immunization: You Call the Shots-Module Sixteen-Vac	cines for Children Program - 2020		
(Web-based)			

See Transcripts & Certificates for more information on your CE

#### **COMPLETION**

E-mail the certificate to 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.

# 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