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).

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CDC Centers for Disease Contro CDC 24/7 Soving Lives. Protecting Recr	and Prevention	s
Immunization Education &	Training	
	6 0 6 6	
Education and Training Home You Call The Shots	You Call The Shots	
Current Issues in Immunization Webinar (CIW) Immunization Courses +	Web-based Training Course Note: You Call the Shots is updated regularly to include the latest guidelines and recommendations in vaccine practice. The latest modules are below.	
Continuing Education	At a Glance	
Pink Book Webinars Patient Education Quality Improvement Projects	You Call the Shots is an interactive, web-based immunization training course. It consists of a series of modules that discuss vaccine-preventable diseases and explain the latest recommendations for vaccine use. Each module provides learning opportunities, self-test practice questions, reference and resource materials, and an extensive glossary.	
Get Email Updates To receive email updates about this page, enter your email address: Email Address	Need Continuing Education or a Certificate? To receive continuing education (CF) or print a certificate, please visit <u>TCEO</u> and follow these <u>9 Simple Steps</u> . 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. NOW Available	

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 2022
- <u>Haemophilus influenzae type b (Hib)</u> Jul 2021
- Hepatitis A May 2021
- Hepatitis B Feb 2022
- Human Papillomavirus Jan 2022
- Influenza Sept 2022
- Meningococcal Jun 2022
- MMR Jan 2019
- Pneumococcal Jun 2022
- Polio Oct 2021
- Rotavirus Mar 2022
- <u>Tetanus, Diphtheria, and Pertussis (Tdap)</u> Mar 2022
- <u>Understanding the Basics: General Best Practice Guidelines on Immunization</u> Feb 2019
- <u>Vaccine Administration</u> Mar 2021
- Vaccines For Children (VFC) Jan 2023
- Vaccine Storage and Handling Jan 2023
- Varicella Aug 2022
- Zoster Temporarily unavailable while module is being updated.

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).



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.

TCEC TRAINING AND CONTINUING EDUCATION ONLINE	EMAIL or USERNAME PASSWORD Create Account Forgot Password? Forgot U
TCEO Home	
Search Courses	New to TCEO? Visit Create Account. Once your account has been created, you will be able to search for courses and complete requirements to receive CE.
Create Account	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 p 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	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 w	ill contact you by email as soon as possible.
Create Account	Prease note the TCEC Learner support team is available Monday – Friday from 6:00 am to 4:3 processed the next business day.	o pro 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 ar Asked Questions page.
Frequently Asked Questions	First name:	Quick Links:
Contact TCEO	Last name:	Forgot your password?
	Phone: Eval	Porgo, your userhaite:
	Confirm email address:	
	Reason for contact: Select	
	Additional Details:	

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: WB4626

TCEC			
TRAINING AND CONTINUING EDUCATION ONLINE	Search Courses		
TCEO Home	Search Browse		
Search Courses	Diovise		
My Activities	Use at least one of the following search opti	ons. 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:	-Any-	
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)

	elect CE for Your Course
	lect your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide ditional 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
	ormation 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
	anomation 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 Ca	II the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based)	0.1 0
Evaluation	Required by 12/31/2020	
Posttost	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.

Adjust Enrollment			
Cancel CE			
(WB4265)			
Immunization: You	Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based)	0.1	CE
Evaluation	✔ Complete		
	D		

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

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