

VFC Enrollment Training Guide



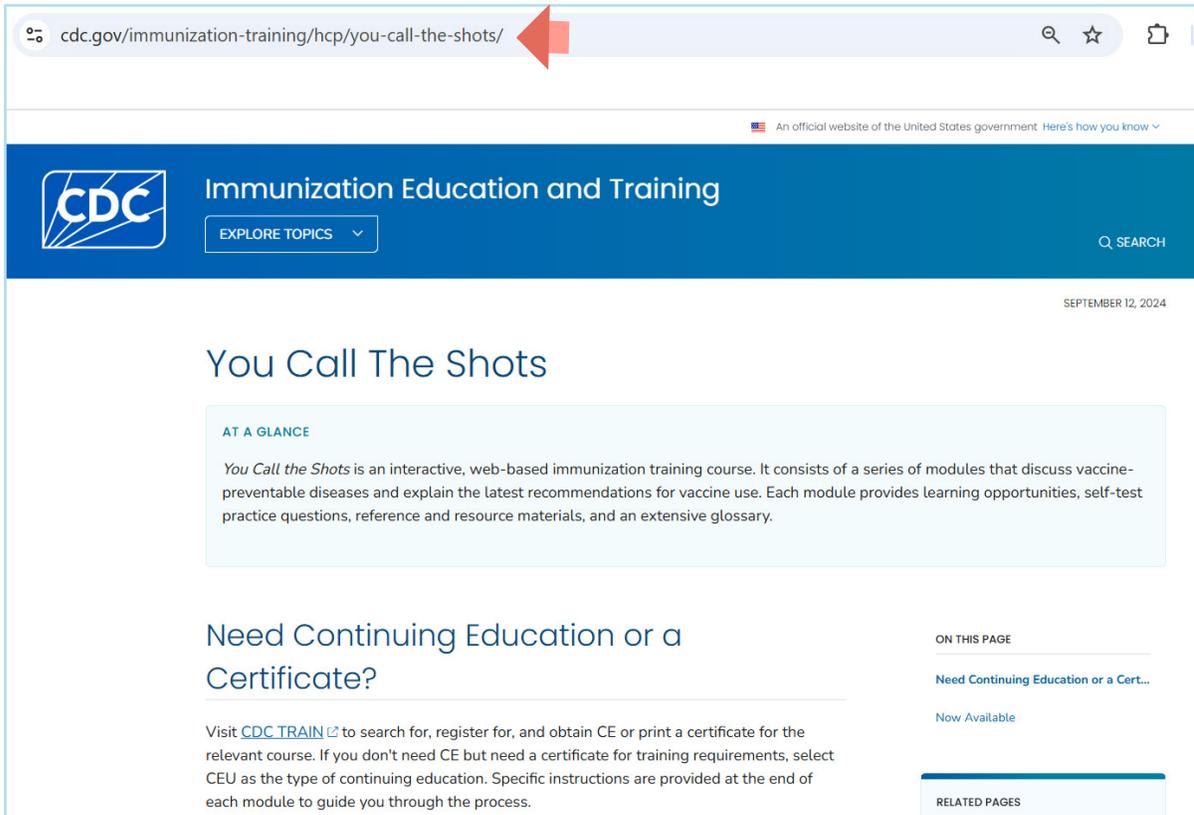
INTRODUCTION

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. The VFC enrollee, primary VFC coordinator, and back-up coordinator must each complete both trainings individually. A [CDC TRAIN](#) account must be created to complete the course assessment and evaluation to receive a certificate.

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

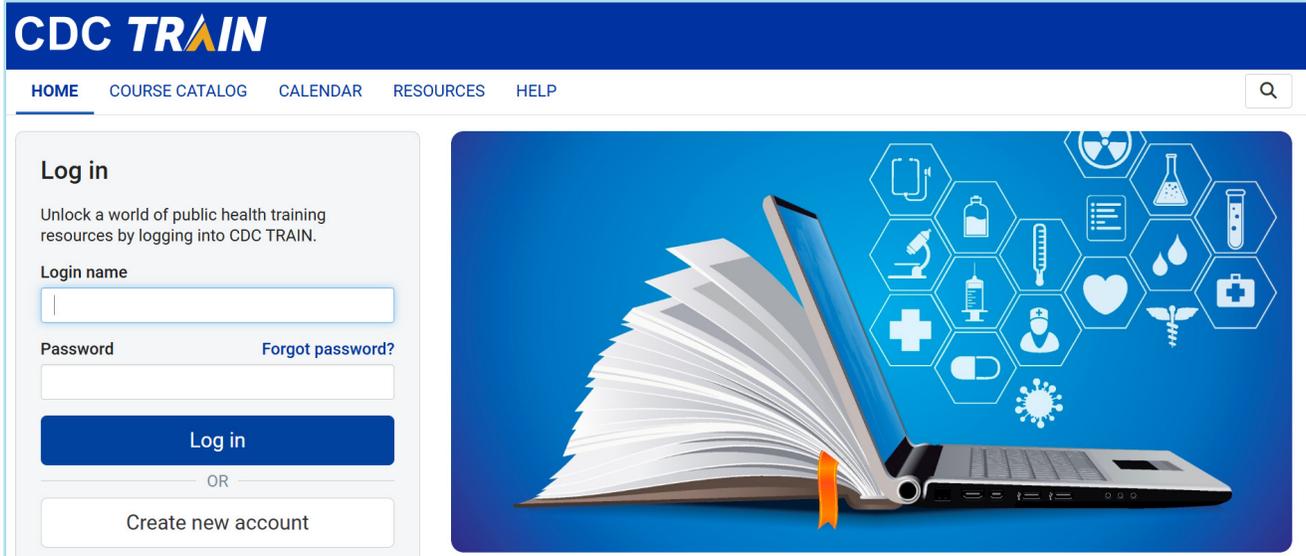
▶ Step 1

Go to CDC’s “You Call the Shots” Web page by clicking on the link, or typing www.cdc.gov/immunization-training/hcp/you-call-the-shots/ in the search engine of your desired Web browser (see image below).



▶ **Step 2**

Create a **CDC TRAIN** account or login if you already have an account. The CDC TRAIN Help Desk is available for support for any login issues.

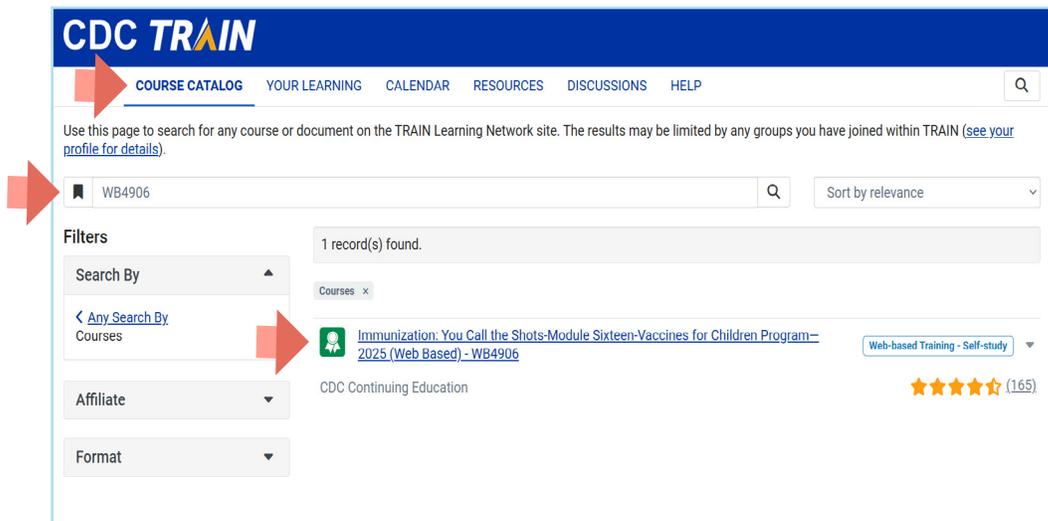


▶ **Step 3**

Once logged in to CDC TRAIN, select **COURSE CATALOGUE** to search for the course. Enter the course number in the **Search TRAIN** field and click on course to continue.

NOTE: The following **two** courses are required to complete for the Vaccines for Children (VFC) Annual Provider Staff Training.

- WB4906: Vaccines for Children Program - 2025
- WB4905: Storage and Handling – 2025



▶ **Step 4**

Once you have been directed to the course, click on **Register**.

The screenshot shows the CDC TRAIN website interface. At the top is the 'CDC TRAIN' logo and a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and HELP. A search icon is in the top right. The main heading is 'Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2025 (Web Based) - WB4906'. Below the heading is a 'Back' link and a graphic with the text 'YOU CALL THE SHOTS' and a syringe icon. To the right of the graphic are two buttons: '+ Register' (green) and 'Save For Later' (blue). Below these are course details: 'Web-based Training - Self-study', 'ID 1125852', 'Skill level: Introductory', '1h', and 'Course Number WB4906'. Further down are 'Publish date Jan 6, 2025 12:00 AM EST' and 'Expiration Date Dec 31, 2025 11:59 PM EST'. A star rating of 4.5 (167 reviews) is shown. Below the rating are two boxes for 'Continuing Education Start Date' (Jan 6, 2025 12:00 AM EST) and 'Continuing Education End Date' (Dec 31, 2025 11:59 PM EST). A paragraph of text states: 'This course offers continuing education (CE). When registering for the course, please select each type of CE you would like to apply for. To earn CE, you must pass the post-assessment and complete the evaluation by December 31, 2025.'

NOTE: You may be prompted to select applicable credit type or click on **Select** to continue.

This screenshot shows the same CDC TRAIN course page as above, but with a modal window open in the center. The modal is titled 'Select one or more credits' and contains the following text: 'You may be prompted to provide additional information depending on the credit type you select. Updating information here will update your profile. If no credit is desired, click OK to continue.' Below the text is a list of six credit options, each with a checkbox and a '1' or '0.1' value:

- 1 AAPA: Continuing Medical Education (CME) for PA
- 1 ACCME: Continuing Medical Education (CME)
- 1 ACCME: Non-Physician Continuing Medical Education (CME)
- 0.1 ACPE: Continuing Pharmacy Education (CPE)
- 1 ANCC: Continuing Nursing Education (CNE)
- 0.1 IACET: Continuing Education Units (CEU)

 At the bottom of the modal are 'Cancel' and 'Select' buttons. The background of the course page is dimmed.

Step 5

Click on **Launch**.

The screenshot shows the CDC TRAIN website interface. At the top, there is a navigation bar with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and HELP. A search icon is located on the right. The main heading is "Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2025 (Web Based) - WB4906". Below the heading is a "Back" link and a "Launch" button. A "More Actions" menu is also visible. The course details include: "In Progress", "Web-based Training - Self-study", "ID 1125852", "Skill level: Introductory", "1h", and "Course Number WB4906". The publish date is "Jan 6, 2025 12:00 AM EST" and the expiration date is "Dec 31, 2025 11:59 PM EST". There are 5 stars and 167 reviews. The continuing education start date is "Jan 6, 2025 12:00 AM EST" and the end date is "Dec 31, 2025 11:59 PM EST". A note states: "This course offers continuing education (CE). When registering for the course, please select each type of CE you would like to apply for. To earn CE, you must pass the post-assessment and complete the evaluation by December 31, 2025."

Step 6

Scroll to the bottom of the page and click on **Continue** to start the course.

The screenshot displays the "CE Instructions for WB4906: Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2025 (Credit expires 12/31/2025)".

Instructions for Obtaining Continuing Education (CE)
To receive continuing education (CE), please visit [CDC TRAIN](https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp) and search for the course in the Course Catalog using WB4906. Follow the steps below by 12/31/2025.

1. Register for and complete the course.
2. Pass the post-assessment at 80%.
3. Complete the evaluation.
4. Visit "Your Learning" to access your certificates and transcript.

NOTE—You must pass the posttest at 80%. There are only 2 attempts allowed.
If you have any questions or problems, contact CDC TRAIN via email at TRAIN@cdc.gov. You may also contact the CE Coordinator at NCIRD, Melissa Barnett, at MBarnett2@cdc.gov.

PROGRAM DESCRIPTION: You Call the Shots is an engaging, web-based immunization training course featuring a series of modules that delve into vaccine-preventable diseases and elucidate the most recent recommendations for vaccine utilization. Each module offers interactive learning experiences, self-test practice questions, reference materials, and an extensive glossary. This module is the 16th in the series and focuses on the Vaccines for Children program.

OBJECTIVES: At the conclusion of the session, the participant will be able to:
Describe VFC program requirements.
Describe VFC billing practices.
Describe how providers function as team members of CDC's VFC program.
Describe the purpose of VFC-related site visits performed by state/local immunization programs.

FACULTY/CREDENTIALS:
Bayo C. Arthur, MPH, Epidemiologist, CDC
M. Suzanne Johnson-DeLeon, MPH, Health Education and Information Specialist, CDC/NCIRD
Janelle King, MPH, BSN, RN, Nurse Educator, CDC/NCIRD
Kroger, Andrew MD, MPH, Medical Officer, CDC, NCIRD

ORIGINATION DATE: 01/06/25
URL: <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>

EXPIRATION DATE: 12/31/2025

Step 7

After you have completed the course, follow the **CDC TRAIN** link provided at the top of the last slide to return to your CDC TRAIN account and complete the course assessment and evaluation.

Continuing Education Information Slide 105 of 105

You have completed this course.

If you would like to claim continuing education credits/contact hours or need a certificate of completion, please visit the CDC TRAIN website and follow the steps below.

1. Search and register for the course in CDC TRAIN. This course can be found at the [CDC TRAIN website](#).
2. Pass the posttest at 80%. NOTE—There are only 2 posttest attempts allowed.
3. Complete the evaluation.
4. Visit "Your Learning" to access your certificates and transcript.

For questions related to course content, contact Nipinfo@cdc.gov.

For technical assistance with obtaining CE, contact train@cdc.org.

For additional assistance, you may also contact MBarnett2@cdc.gov.

Step 8

Click on **Mark Completed** which will prompt to initiate the post-assessment.

CDC TRAIN

[HOME](#)
[COURSE CATALOG](#)
[YOUR LEARNING](#)
[CALENDAR](#)
[RESOURCES](#)
[DISCUSSIONS](#)
[HELP](#)

Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2025 (Web Based) - WB4906

< Back

> Launch
✓ Mark Completed
⋮ More Actions



In Progress
Web-based Training - Self-study
ID 1125852
Skill level: Introductory
1h
Course Number WB4906

Publish date Jan 6, 2025 12:00 AM EST
Expiration Date Dec 31, 2025 11:59 PM EST

★★★★★ (167)

Continuing Education Start Date	Continuing Education End Date
Jan 6, 2025 12:00 AM EST	Dec 31, 2025 11:59 PM EST

This course offers continuing education (CE). When registering for the course, please select each type of CE you would like to apply for. To earn CE, you must pass the post-assessment and complete the evaluation by December 31, 2025.

▶ **Step 9**

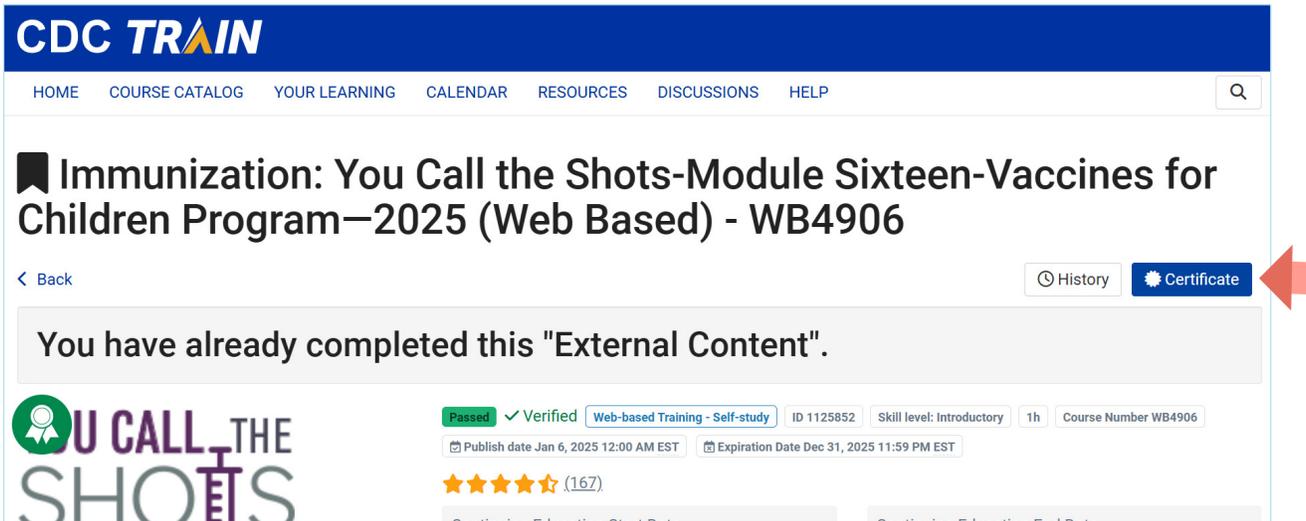
Click **OK** to start the post-assessment. You will have two attempts to get a passing score of at least 80%.



NOTE: The course evaluation will be available once the assessment is completed.

▶ **Step 10**

Once the course assessment and evaluation are completed, close the page to return to CDC TRAIN. The **Certificate** button will now be available to download the certificate.



Certificate status ×

Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2025 (Web Based) - WB4906 [Download](#)

[Close](#)

Repeat STEPS 3 to 10 to complete the second course.

COMPLETION

E-mail **both** certificates 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 3.

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