

COVID-19 Program Annual Training Guide



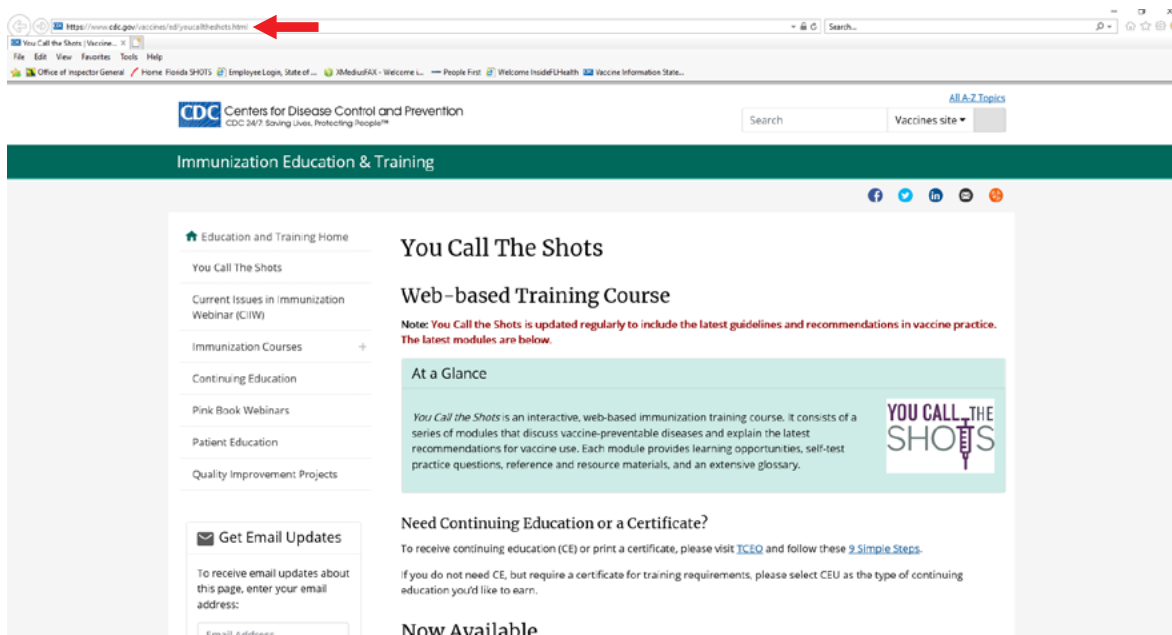
INTRODUCTION

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 clicking on the link, or typing cdc.gov/vaccines/ed/youcalltheshots.html in the search engine of your desired Web browser (see image below).



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

- 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).

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 of continuing education you'd like to earn.

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 email at CE@cdc.gov.

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](#).

STEP 4

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.

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People.™

CDC A-Z INDEX

Training and Continuing Education Online (TCEO)

TCEO QUICK SEARCH

EMAIL or USERNAME PASSWORD Sign In

Create Account | Forgot Password? | Forgot Username?

TCEO Home

Search Courses

Create Account

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

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.

Already have a TCEO account from the previous system?

To move your account to the new system please sign in above using your existing TCEO username and password. Once signed in, follow the prompts 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 update. Going forward you will use this email address and password to sign in.

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

Search Courses

Create Account

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

Contact TCEO

Please submit the requested information and a member of the TCEO Learner Support team will contact you by email as soon as possible.

Please note the TCEO Learner Support team is available Monday - Friday from 8:00 am to 4:30 pm eastern time except for federal holidays. Request processed the next business day.

Items with a red asterisk (*) are required.

* First name:

* Last name:

* Phone:

* Email:

* Confirm email address:

* Reason for contact:

Select

* Additional Details:

Submit

For your convenience, a list of common questions are [Asked Questions](#) page.

Quick Links:

[Forgot your password?](#)

[Forgot your username?](#)

STEP 5

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**

The image shows the TCEO logo and the text 'TRAINING AND CONTINUING EDUCATION ONLINE'. Below the logo is a vertical list of blue buttons with white text: 'TCEO Home', 'Search Courses', 'My Activities', 'Manage Account', 'Transcripts & Certificates', '9 Simple Steps to Earn CE', 'Frequently Asked Questions', and 'Contact TCEO'. To the right of the menu is the 'Search Courses' section. It has a search bar with 'Search' and 'Browse' buttons. Below the search bar is a red text instruction: 'Use at least one of the following search options. Scroll down for search results.' Below this is a form with three fields: 'Topic/keyword/course number:' with a text input field, 'CE type:' with a dropdown menu set to '-Any-', and 'Date of conference/live event:' with a dropdown menu set to '-Any-'. There is a checkbox labeled 'Meets CDC Quality Training Standards'. At the bottom of the form is a blue 'Search' button. Red arrows point to the 'Search Courses' menu item, the 'Topic/keyword/course number' input field, and the 'Search' button.

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.

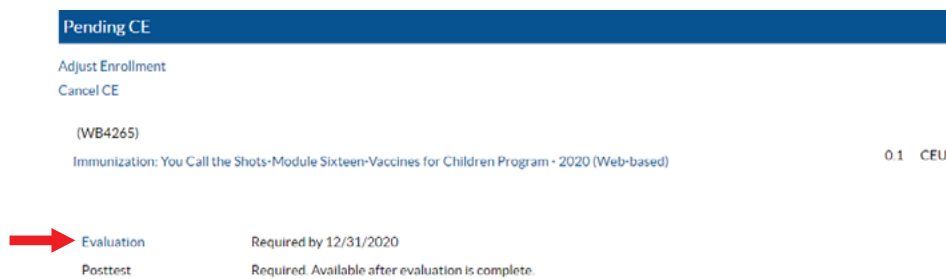
STEP 9

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 the course, in order to receive a certificate.

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

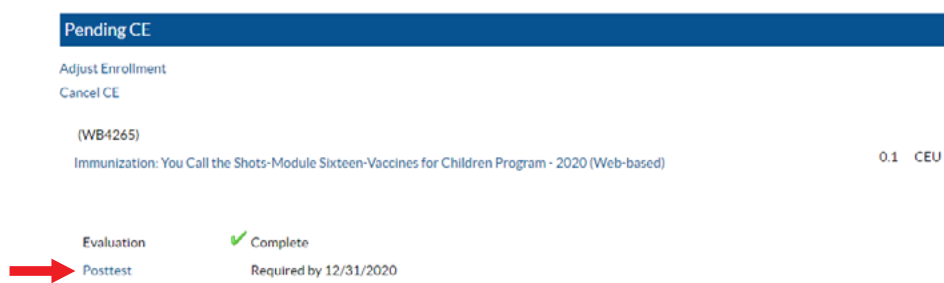
STEP 10

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.

**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.



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/. 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 bar with the text 'Completed CE'. Below this, there is a search bar with the placeholder text 'Search courses to sign up for CE.'. To the right of the search bar, there is a dropdown menu labeled 'Within the past:' with '1 Year' selected. Below the search bar, there is a table of completed courses. The first row shows the course ID '(WB4265)', the date '1/16/2020', and the CE value '0.1 CEU'. The course title is 'Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2020 (Web-based)'. Below the course title, there is a link 'Download Certificate' which is highlighted by a red arrow. At the bottom of the table, there is a link 'See Transcripts & Certificates for more information on your CE.'

Course ID	Date	CE Value	Course Title
(WB4265)	1/16/2020	0.1 CEU	Immunization: You Call the Shots-Module Sixteen-Vaccines for Children 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