

Scott Walker
Governor



DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET
PO BOX 2659
MADISON WI 53701-2659

Linda Seemeyer
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-1251
Fax: 608-267-2832
TTY: 711 or 800-947-3529

Date: August 30, 2018
To: VFC Enrolled Sites
From: Lynette Hanson, VFC Coordinator
Wisconsin Immunization Program
Subject: VFC Annual Training Requirement for 2018

Under the Vaccines for Children (VFC) program there is a required annual provider training that must take place. The training requirement in the Vaccine for Children Operations Guide states:

“Each enrolled and active VFC provider must receive comprehensive training every 12 months.... At a minimum the VFC coordinator and backup coordinator at each provider office must complete the required training every 12 months.”

The 2018 required training will be met when the primary and backup coordinators complete the “You Call The Shots” training module sponsored by the Centers for Disease Control and Prevention (CDC). **Please note: Participating in a VFC compliance site visit will no longer fulfil the annual training requirement as it has in the past.**

The required CDC module is titled “Vaccine Storage and Handling Module 10.” (Please see the attached instructions on how to access this training module).

When completed, this module will produce a certificate of completion. Please **clearly write your site’s PIN number on the certificate** and fax or email a copy to the Wisconsin Immunization Program. Please do so as soon as possible after completion so that your training can be credited and recorded properly at the Wisconsin Immunization Program. In addition, you are required to keep a printed copy of the certificate on-site.

In the case where more than one person is viewing the module at the same time, the certificate will only have the name of the person who registered for viewing the module. If you wish to have your own certificate with your name printed, you should register for the training separately.

However, participants that view the module together (such as at a staff meeting or a lunch and learn) may clearly write their name on the certificate, in addition to the name that is printed, to signify course completion. A certificate may have more than one name listed but can only have one PIN number. Once the module is completed, please submit your certificates for the primary and backup coordinators at the same time. We will not accept individual certificates sent in as you complete them.

This training requirement must be completed by September 28, 2018. Email the certificates to vfc@wisconsin.gov or fax to 608-267-9493.

If you have any questions or concerns about this requirement, please contact your Immunization Program advisor, or regional office staff. A directory of regional staff can be found here: <https://www.dhs.wisconsin.gov/immunization/centralstaff.htm>