

## Instructions for Completing 2024 VFC Re-enrollment – Active VFC Staff

**Active VFC Staff:**

Your VFC Staff list (including any required documentation) should be complete and up-to-date prior to submitting this enrollment. VFC Staff administration is available in the [Site/VFC/Staff view](#).

^ VFC Staff	◆ Name	◆ Status	◆ Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	DANIELLE, BELANGER	Active	Train Date: 03/21/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	FALLON, ANNA	Active	Train Date: 03/21/2022

As part of the VFC Reenrollment form in I-CARE, sites will need to have an up-to-date list of their active VFC Staff. Please see the instructions here for adding staff and required training to I-CARE. **Navigate to the “Active VFC Staff” section of the reenrollment.** Please see the “Instruction for Completing 2024 VFC Re-enrollment” document if you need instruction on navigating through I-CARE to this section of the enrollment form.

Site Vaccines COVID **VFC** Temp Logs VIS Employees Campaigns Import (477.2K) My Sites Registration

Select View: VFC Vaccine Requests **Staff** Enrollment Files → Add VFC Staff

Filter: Active Inactive/Historical All

^ VFC Staff	◆ Name	◆ Status	◆ Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	DANIELLE, BELANGER	Active	Train Date: 03/21/2022

**View current VFC staff list.** To view the full VFC staff for your site, navigate to the Site/VFC/Staff view hyperlink. This is where you will make staff changes.

**Add new VFC staff.** To add new VFC staff, select the “Add VFC Staff” button.

Site Vaccines COVID VFC Temp Logs VIS Employees Campaigns Import (477.2K) My Sites Registration

Select View: VFC Vaccine Requests Staff Enrollment Files → **Add VFC Staff**

Filter: Active Inactive/Historical All

^ VFC Staff	◆ Name	◆ Status	◆ Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	DANIELLE, BELANGER	Active	Train Date: 03/21/2022

**Edit existing VFC staff.** To edit existing VFC staff, click on the box to the left of the staff member's name.

Site Vaccines COVID VFC Temp Logs VIS Employees Campaigns Import (477.2K) My Sites Registration

Select View: VFC Vaccine Requests **Staff** Enrollment Files → Add VFC Staff

Filter: **Active** Inactive/Historical All

VFC Staff	Name	Status	Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a> 	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a> 	ELANGER	Active	Train Date: 03/21/2022

**Add required training certification for all vaccine coordinators.** All VFC vaccine coordinators (primary and back-ups) must take the annual *You Call The Shots – Vaccine Storage and Handling training* and *You Call the Shots - Vaccines for Children program Training* then upload their certificate of completion. Please follow the steps below to do so.

**Step 1: Navigate to the staff profile.** Click on the hyperlinked title next to the staff member's name whose training needs to be added.

Site Vaccines COVID VFC Temp Logs VIS Employees Campaigns Import (477.2K) My Sites Registration

Select View: VFC Vaccine Requests **Staff** Enrollment Files → Add VFC Staff

Filter: **Active** Inactive/Historical All

VFC Staff	Name	Status	Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a> 	DANIELLE, BELANGER	Active	Train Date: 03/21/2022
<a href="#">VFC Vaccine Coordinator - Backup</a> 	N, ANNA	Active	Train Date: 03/21/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	LINDSEY, WALTER	Active	Train Date: N/A

**Step 2: Navigate to the training.** The hyperlink to the *You Call the Shots* training can be found under the "Training Upload" section of the staff profile in I-CARE. Click on the link, and CDC's *You Call the Shots* or *Vaccines for Children* training page will open.

**VFC Vaccine Coordinator:** Additional information is required for a VFC Vaccine Coordinator.

**Site Employee Login:** [KEVIN.HANSEN](#)

**Coordinator Train Date:** 03/14/2022

**Training Upload:** Primary and secondary vaccine coordinators must receive training in vaccine storage and handling. Depending on the vaccine program, additional training may be required.

- [Vaccine Storage and Handling Training](#) (review required for all vaccine coordinators)
- [Vaccines for Children Program Training](#) (review required for all VFC vaccine coordinators)
- [IDPH Post Course Quiz](#) (required for all vaccine coordinators)

▲ File Name	◆ File Code	◆ Description	◆ File Status	◆ Last Upload
No data found				

[📎 Upload New Attachment...](#)

**VFC Vaccine Coordinator:** Additional information is required for a VFC Vaccine Coordinator.

**Site Employee Login:** [KEVIN.HANSEN](#)

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**Training Upload:** Primary and secondary vaccine coordinators must receive training in vaccine storage and handling. Depending on the vaccine program, additional training may be required.

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▲ File Name	◆ File Code	◆ Description	◆ File Status	◆ Last Upload
No data found				

[📎 Upload New Attachment...](#)

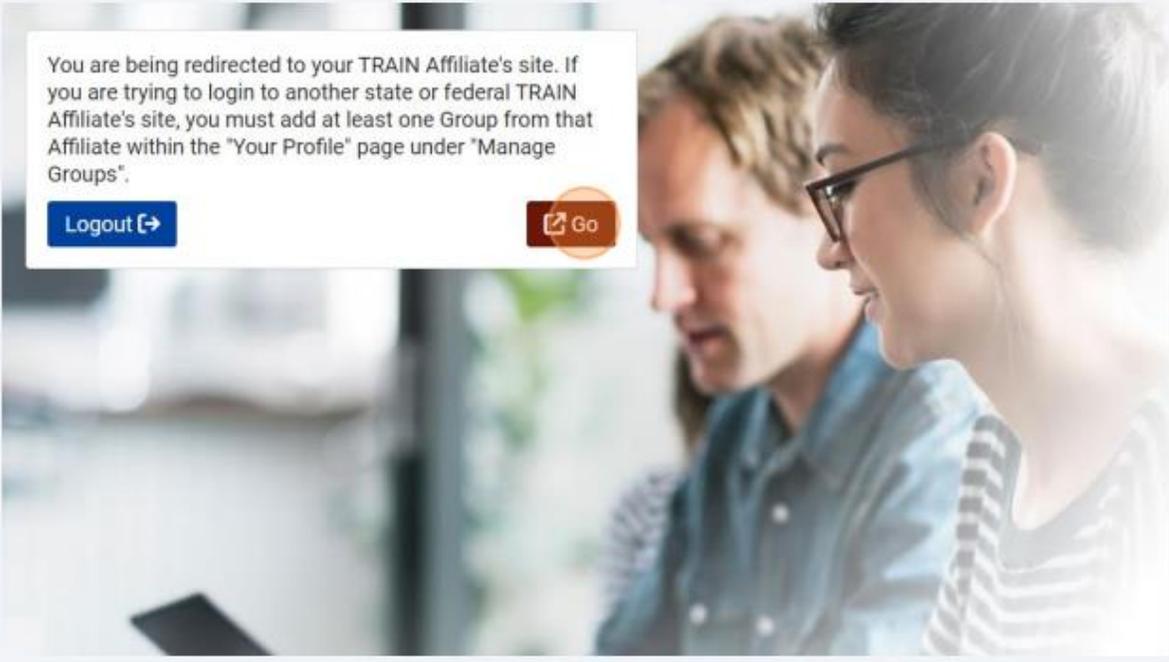
The following step-by-step guide provides instructions on how to complete the Illinois VFC Required Training. By following these steps, individuals can easily navigate the training website, register for the course, complete the required modules (10 & 16), and download the certification of completion. This guide ensures a smooth and efficient process for fulfilling the training requirements.

**1** Navigate to [https://www.train.org/cdctrain/portal\\_compliance](https://www.train.org/cdctrain/portal_compliance).

- If your Train profile has you linked with Illinois, then you may be redirected to the Illinois TRAIN site by selecting GO.
- If your Train profile does NOT have you associated with Illinois, then you will be directed to the CDC Train site.

You can complete the required courses on either site.

**2** Select "Go"

A screenshot of a website notification box overlaid on a background image of two people looking at a laptop. The notification box contains the following text: "You are being redirected to your TRAIN Affiliate's site. If you are trying to login to another state or federal TRAIN Affiliate's site, you must add at least one Group from that Affiliate within the 'Your Profile' page under 'Manage Groups'." Below the text are two buttons: a blue "Logout" button with a right-pointing arrow, and a brown "Go" button with a right-pointing arrow.

You are being redirected to your TRAIN Affiliate's site. If you are trying to login to another state or federal TRAIN Affiliate's site, you must add at least one Group from that Affiliate within the "Your Profile" page under "Manage Groups".

Logout →

Go →

3

In the "COURSE CATALOG" search for the training. Both are required. This should be for 2024.

- **WB4723 (Vaccine Storage and Handling training)**
- **WB4724 (Vaccines for Children Program training)**

***Note: Auditing of the courses is not permitted***

## TRAIN Illinois

HOME **COURSE CATALOG** YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS HELP

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by [profile for details](#).

### Filters

Search By ▲

< [Any Search By](#)  
Courses

Affiliate ▼

5,405 record(s) found.

Courses x

["Can YOU Avoid Iatrogenic Harm? Understanding and Identifying Fibrodysplasia Progressiva"](#)

PeerView Institute for Medica...

4 Select the course. This should be for 2024.

Search bar with a magnifying glass icon and a "Sort" button.

1 record(s) found.

Courses x

 [Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2024 \(Web Based\) - WB4724](#)

CDC Continuing Education

5 Click "Register".

CALENDAR RESOURCES DISCUSSIONS HELP

 Search icon

# all the Shots-Module Sixteen-Vaccines for 2024 (Web Based) - WB4724

[+ Register](#) [Save For Later](#)

[Web-based Training - Self-study](#) ID 1115622 Skill level: Intermediate 1h Course Number WB4724

[Publish date Dec 31, 2023 11:00 PM CST](#) [Expiration Date Dec 31, 2024 10:59 PM CST](#)

★★★★☆ (5452)

Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

This course offers continuing education (CE). When registering for the course, please select each type of CE you

6

Choose your continuing education (CE), or do not select any options if you choose not to receive CE then click "Select".

CCME: Non-Physician Continuing Medical Education (CME)

ACPE: Continuing Pharmacy Education (CPE)

NCC: Continuing Nursing Education (CNE)

IACET: Continuing Education Units (CEU)

BPHE: Certified Public Health (CPH)

CHEC: Certified Health Education Specialist (CHES)

CHEC: Master Certified Health Education Specialist (MCHES)

[Cancel](#) [Select](#)

[Show More](#)

## Vaccines for

[+ Register](#) [Save For Later](#)

Course Number WB4724

1h

Continuing Education End Date  
2024 10:59 PM CST

For this course, please select each type of CE you want and complete the evaluation by December 31, 2023.

Web-based, immunization training courses that are self-paced. These courses are ideal for

7

Select "Launch".

CALENDAR RESOURCES DISCUSSIONS HELP

# Call the Shots-Module Sixteen-Vaccines for 2024 (Web Based) - WB4724

[Launch](#) [More Actions](#)

**In Progress** Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

[Publish date Dec 31, 2023 11:00 PM CST](#) [Expiration Date Dec 31, 2024 10:59 PM CST](#)

★★★★☆ (5452)

Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

This course offers continuing education (CE). When registering for the course, please select each type of CE you

8

This will take you to the CE Instructions for the module. Review and click "Continue".

er is JA4008229-0000-24-003-H06-P.

official statement of credit is immediately available on CDC TRAIN. Official credit will be uploaded within 60 days on the N  
se Control and Prevention is authorized by IACET to offer .1 CEU's for this program.

nters for Disease Control and Prevention, a designated provider of continuing education contact hours (CECH) in health ec  
ation Credentialing, Inc. This program is designated for Certified Health Education Specialists (CHES®) and/or Master Cer  
eive up to 1 total Category I continuing education contact hours. Maximum advanced level continuing education contact h  
lts available are 1. CDC provider number 98614.

**1 Professionals (CPH)**

trol and Prevention is a preapproved provider of Certified in Public Health (CPH) recertification credits and is authorized to  
i program.

e with continuing education requirements, all planners and presenters must disclose all financial relationships, in any amc  
us 24 months as well as any use of unlabeled product(s) or products under investigational use.

ent experts wish to disclose they have no financial relationship(s) with ineligible companies whose primary business is pro  
ing healthcare products used by or on patients.

discussion of the unlabeled use of a product or a product under investigational use.

or in-kind support from ineligible companies for this continuing education activity.

or CDC's CE activities.

The word "Continue" is written in a bold, red, sans-serif font. It is centered horizontally and partially overlapped by a light orange circular graphic that has a gradient and a slight shadow, giving it a 3D effect.

9

You will be directed to the web-based training. Follow the directions to complete the course.

10

After finishing the course, return to the Train page. Select "Mark Completed".

CALENDAR RESOURCES DISCUSSIONS HELP

## Call the Shots-Module Sixteen-Vaccines for 2024 (Web Based) - WB4724

> Launch **✓ Mark Completed** More Actions

In Progress Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

Publish date Dec 31, 2023 11:00 PM CST Expiration Date Dec 31, 2024 10:59 PM CST

★★★★☆ (6452)

Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

This course offers continuing education (CE). When registering for the course, please select each type of CE you

11

This takes you to the post assessment by selecting "OK".

Notifications 7 Kristin

Assessment

Are you ready to proceed to the post-assessment?

Cancel **OK**

## Call the Shots-Module Sixteen-Vaccines for 2024 (Web Based) - WB4724

> Launch **✓ Mark Completed** More Actions

In Progress Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

Publish date Dec 31, 2023 11:00 PM CST Expiration Date Dec 31, 2024 10:59 PM CST

★★★★☆ (6452)

12

Click "Start" to begin.

- Successfully finish the 10 question Post Assessment with a passing score of 80%.
- You are allowed two attempts.

...ent Immunization. You can the shots module sixteen vaccines  
im - 2024 (Web Based) - WB4724

... requirements.

...actices.

...s function as team members of CDC's VFC program.

...of VFC-related site visits performed by state/local immunization programs.

...ts Used: 0.



13

Click "Continue"

Thank you for taking the post-assessment.

Your Score

80%

Passing Score

80%

Review

Continue

**14**

You will be directed to complete an evaluation of the training. (27-30 questions)

- You must complete the evaluation to receive your certificate.
- You can also reach the evaluation through YOUR LEARNING. Next to the course title, it will display "Evaluation Pending". Click the three dots on the right and choose "TAKE EVALUATION".
- Click "Start" to begin the evaluation

ots-Module Sixteen-Vaccines for Children Program - 2024 (Web Based) - WB4724

in - Immunization: You Call the Shots-Module Sixteen-Vaccines for  
2024 (Web Based) - WB4724(Web Based) - WB4724

Give us your honest feedback about this course. Your comments will help us improve future educational activities.



15

You will be prompted to submit a review. You can either write a review and post it or choose "Cancel".

content

Your review helps content providers and fellow colleagues.

When writing your review try to be descriptive about the quality of this content and about your experience. Your feedback is important for us!

Show my name on the review

Cancel Post

# ...n-Vaccines for

History Certificate

## Completed this External Content .

Passed ✓ Verified Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

Publish date Dec 31, 2023 11:00 PM CST Expiration Date Dec 31, 2024 10:59 PM CST

★★★★☆ (6452)

Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

16

To retrieve your certificate, navigate to YOUR CERTIFICATES. Choose the specific course for which you need the certificate and click on "Certificate."

AR RESOURCES DISCUSSIONS HELP



## the Shots-Module Sixteen-Vaccines for (Web Based) - WB4724

History

Certificate

his "External Content".

✓ Verified

Web-based Training - Self-study

ID 1115622

Skill level: Intermediate

1h

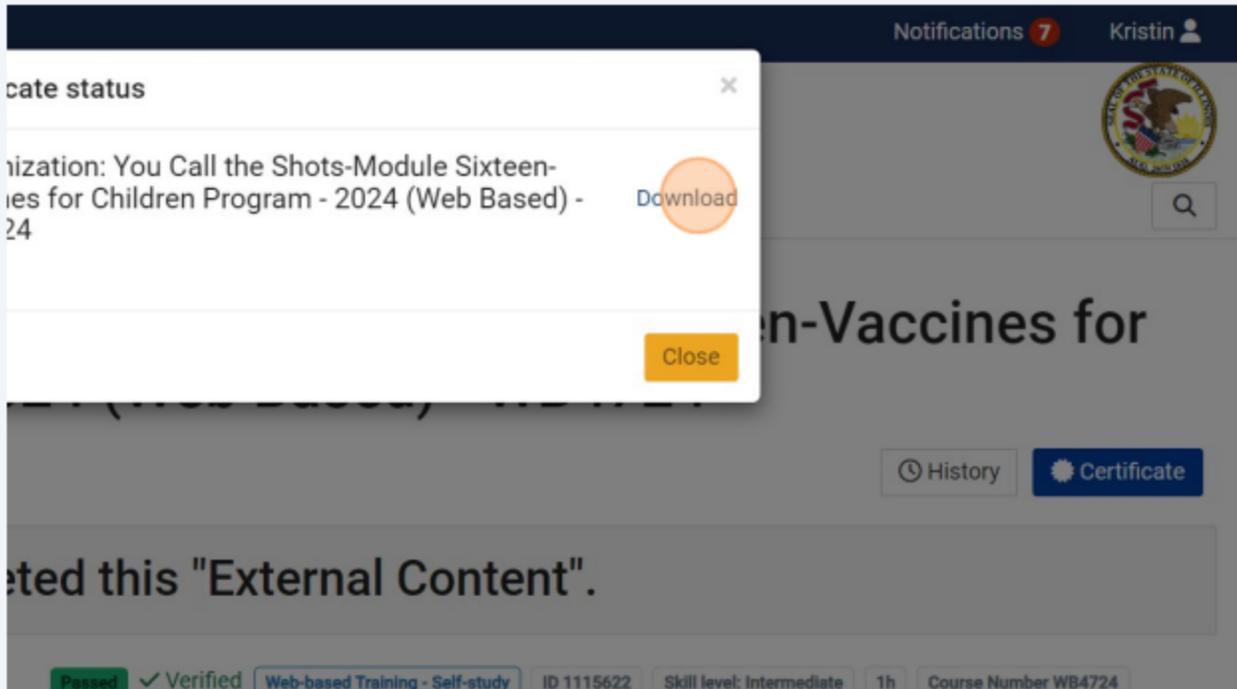
Course Number WB4724

sh date Dec 31, 2023 11:00 PM CST

Expiration Date Dec 31, 2024 10:59 PM CST

★ ★ ★ ☆ (6452)

- 17 Select "Download". This action will download the certificate to your computer. Navigate to your downloads folder, then open and/or save the certificate. You also have the option to print.



- 18 Upload your certificates for both courses (WB4723 and WB4724) to I-CARE under your employee information.

Follow the same steps to access the other course.

- 19 Should you have any inquiries or require assistance in searching for, registering, and completing these courses, feel free to reach out to CDC TRAIN via email at TRAIN@cdc.gov.

If you have any questions or need assistance with uploading your certificates, please contact IDPH VFC at dph.vaccines@illinois.gov.

Once you have completed the trainings and downloaded the certificates, follow these next few steps to upload your certificates to I-CARE:

**Step 1: Navigate to the staff profile.** Click on the hyperlinked title next to the staff member's name whose training needs to be added.

The screenshot shows the I-CARE system interface. At the top, there is a navigation bar with tabs for Site, Vaccines, COVID, VFC, Temp Logs, VIS, Employees, Campaigns, Import (477.2K), My Sites, and Registration. Below this is a 'Select View:' section with buttons for VFC, Vaccine Requests, Staff (selected), Enrollment, and Files. An 'Add VFC Staff' button is also present. A 'Filter:' section has buttons for Active (selected), Inactive/Historical, and All. The main content is a table of VFC Staff members:

^ VFC Staff	^ Name	^ Status	^ Staff Details
<a href="#">VFC Medical Director</a>	FRICCHIONE, MARIELLE	Active	--
<b><a href="#">VFC Vaccine Coordinator - Primary</a></b>	HANSEN, KEVIN	Active	VFC E-mail: <a href="mailto:chicagovfc@cityofchicago.org">chicagovfc@cityofchicago.org</a> Train Date: 03/14/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	<a href="#">View this item...</a> DANIELLE, BELANGER	Active	Train Date: 03/21/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	N, ANNA	Active	Train Date: 03/21/2022
<a href="#">VFC Vaccine Coordinator - Backup</a>	LINDSEY, WALTER	Active	Train Date: N/A

**Step 2: Navigate to the training.** Next, click the “Upload New Attachment” hyperlink to add your certificate.

The screenshot shows the profile page for a VFC Vaccine Coordinator. It includes the following information:

- VFC Vaccine Coordinator:** Additional information is required for a VFC Vaccine Coordinator.
- Site Employee Login:** [KEVIN.HANSEN](#)
- Coordinator Train Date:** 03/14/2022
- Training Upload:** Primary and secondary vaccine coordinators must receive training in vaccine storage and handling. Depending on the vaccine program, additional training may be required.
  - [Vaccine Storage and Handling Training](#) (review required for all vaccine coordinators)
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  - [IDPH Post Course Quiz](#) (required for all vaccine coordinators)

Below this information is a table with columns: File Name, File Code, Description, File Status, and Last Upload. The table is currently empty, displaying "No data found". A red box highlights the [Upload New Attachment...](#) button.

**Step 3: Save staff profile.** Once the training date has been updated and the certificates have been uploaded, save the staff profile using the green “save” button at the bottom of the page.