

## Instruction for Completing 2022 VFC Re-enrollment – Active VFC Staff

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 2022 VFC Re-enrollment” document if you need instruction on navigating through I-CARE to this section of the enrollment form.

**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

**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.

**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](#).

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<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


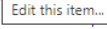
**Add new VFC staff.** To add new VFC staff, select the “Add VFC Staff” button.

The screenshot shows the I-CARE navigation bar with tabs for Site, Vaccines, COVID, VFC, Temp Logs, VIS, Employees, Campaigns, Import (477.2K), My Sites, and Registration. Below the navigation bar, the 'Select View' section has buttons for VFC, Vaccine Requests, Staff, Enrollment, and Files. The 'Add VFC Staff' button is highlighted with a red box. Below this, the 'Filter' section has buttons for Active, Inactive/Historical, and All. The main content area displays a table of VFC staff members.

▲ 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 tool to the left of the staff member's name.



The screenshot shows a navigation bar with 'VFC' selected. Below it, 'Select View:' has 'Staff' selected, and 'Filter:' has 'Active' selected. The table below lists staff members:

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 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.

The screenshot shows the same interface as above, but with 'VFC Vaccine Coordinator - Backup' selected in the 'Select View:' dropdown. The table below lists staff members:

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> 	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* training page will open.

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

**Site Employee Login:**  \*

Site Employee search by name, login, e-mail, etc. Contact your Site PRA if Employee not found.

**Coordinator Train Date:**  \*

**Training Upload:** All VFC Coordinators must obtain and attach current documentation of receiving VFC vaccine storage and handling training every 12 months. Education is available through the following:

- VFC compliance site visits
- VFC educational visits
- The CDC online training [You Call The Shots - Vaccine Storage and Handling \(Module 10\)](#)

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

[Upload New Attachment...](#)

**Step 3: Navigate to the training portal.** Once on CDC’s webpage, navigate to the Continuing education section, clicking the TCEO hyperlink to launch the training portal.


## You Call The Shots

### 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.

**At a Glance**

*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.



### Need Continuing Education or a Certificate?

To receive continuing education (CE) or print a certificate, please visit [TCEO](#) and follow these [9 Simple Steps](#).

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.

**Step 4: Create an account.** Once on the Training and Continuing Education Online (TCEO) webpage, click the “create account” hyperlink to set up an account. Fill out the required fields (marked by a red asterisk) and click the “create account” button at the bottom of the page to finalize your registration.



TRAINING AND CONTINUING  
EDUCATION ONLINE

- TCEO Home
- Search Courses
- Create Account
- 9 Simple Steps to Earn CE

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 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?

Public Burden Information


CDC estimates the average public reporting burden for this collection of information as 5 minutes per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333. ATTN: PRA (0920-0017).

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Create Account](#)

**Step 5: Verify your email.** You will be asked to verify your email to finalize your account. Please navigate to your email and locate the email from [tceonoreply@cdc.gov](mailto:tceonoreply@cdc.gov). Click on the hyperlink to verify your account.

New TCEO Account Verification

 **tceonoreply@cdc.gov**  
Tue 3/22/2022 9:24 AM

To:

[Warning: External email]

Welcome to TCEO.

You've successfully created your new TCEO account and your username is danielle.belanger@cityofchicago.org. Please use the password you created when setting up your account.

Please verify your account by clicking [here](#).

*Note: This is an automatic email generated by the TCEO system. Please do not respond to this email as this mailbox is unattended. If you need help, please [tceols.cdc.gov/home/Contact]contact TCEO.*

[Reply](#) | [Forward](#)

**Step 6: Search for required course.** Once you click the hyperlink to confirm your account, you will be sent back to the TCEO webpage. Once here, navigate to the “Search Courses” section. Type “Vaccine Storage and Handling” in the search bar and click “Search.” Scroll down to the search results and click on the course title “Immunization: You Call the Shots-Module Ten-Storage and Handling-2022 (Web Based).”

## Training and Continuing Education Online (TCEO)



TRAINING AND CONTINUING  
EDUCATION ONLINE

- TCEO Home
- Search Courses**
- My Activities
- Manage Account
- Transcripts & Certificates
- 9 Simple Steps to Earn CE
- Frequently Asked Questions
- Contact TCEO

### My Activities

Welcome Danielle Belanger,

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.

### Pending CE

*Search courses to sign up for CE.*

### Completed CE



TRAINING AND CONTINUING  
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- TCEO Home
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### Search Courses

Search Browse

Use at least one of the following search options. **Scroll down for search results.**

Topic/keyword/course number:

Vaccine Storage and Handling

CE type:

-Any-


Date of conference/live event:


-Any-

Meets CDC Quality Training Standards:

Search




Results present the newest courses at the top (in order by start date). Click on the column headers in the table to sort results by course type, course title, or course number.

 = Requires course access code

 = Meets CDC Quality Training Standards

Total results: 3

Results per page: 50 20 10 5

Course Type		Course Title and Description	Course Number
Web on Demand		<a href="#">Keys to Storing and Handling Your Vaccine Supply-2018 (Web on Demand)</a> One of the most important safeguards for the nation's vaccine supply is proper storage and handl... <a href="#">View More</a>	WD2886R
Web on Demand		<a href="#">Epidemiology and Prevention of Vaccine-Preventable Diseases Pink Book Web on Demand Series: Vaccine Storage and Handling: Vaccine Administration-2020 (Web on Demand)</a> This online series of 15 Web-on-Demands provides an overview of the principles of v... <a href="#">View More</a>	WD4344-072920
Web Based		<a href="#">Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)</a> You Call the Shots is a series of interactive, web-bas... <a href="#">View More</a>	WB4500

**Step 7: Launch the course content.** Click on the “Course Link” button to launch the course. Follow the instructions on the training portal to navigate through the course to completion.



TRAINING AND CONTINUING  
EDUCATION ONLINE

[< Go Back to Search Results](#)



Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

TCEO Home
Search Courses
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Contact TCEO

#### Course Summary

Course: WB4500

UAN #: 0387-0000-20-010-H06-P

CE Expiration: 12/31/2022, 11:59 PM (ET)

Available CE: CME, PA, CNE, CEU, CPH, CHES, MCHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 10th in the series and focuses on vaccine storage and handling requirements.

[Course Link](#)

Note: Clicking *Course Link* will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click *Continue* to complete steps to receive continuing education for the course.

[+ More Information](#)

[+ Continuing Education Accreditation Statements](#)

[Continue](#)

**Step 8: Select continuing education type.** After you finish the training module, navigate back to the TCEO course page (this should still be open in the previous window or you can click the link at the end of the module). Once on this page, click the “continue” button. Select “0.1 CEU (other professionals)” for the type of continuing education, and then click the “save and continue” button at the bottom of the page.



TRAINING AND CONTINUING  
EDUCATION ONLINE

[< Go Back to Search Results](#)



## Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

- TCEO Home
- Search Courses
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UAN #: 0387-0000-20-010-H06-P

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This module is the 10th in the series and focuses on vaccine storage and handling requirements.

[Course Link](#)

Note: Clicking *Course Link* will take you to course content the course outside of the TCEO system. After taking the cc return to this page and click *Continue* to complete steps to education for the course.

[+ More Information](#)

[+ Continuing Education Accreditation Statements](#)

[Continue](#)

## WB4500 - Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (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 PA (physician assistants)
- 1 CNE (nurses)
- 0.1 CEU (other professionals)
- 1 CPH (public health professionals)
- 1 CHES (certified health education specialists)
- 1 MCHES (master certified health education specialists)
- 0.1 CPE (pharmacists)

[Save and Continue](#)

**Step 9. Take course evaluation.** Select the “Evaluation” hyperlink to take the course evaluation. Complete and submit the course evaluation.

## Pending CE

[Adjust Enrollment](#)

[Cancel CE](#)

(WB4500)

Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

Evaluation

Required by 12/31/2022, 11:59 PM (ET)

Posttest

Required. Available after evaluation is complete.

**Step 10: Take course posttest.** Once the evaluation is complete, you will be able to take the course posttest. Click on the “Posttest” hyperlink to launch the assessment. Take the course posttest – you must receive a minimum score of 80% to pass.

## Pending CE

[Adjust Enrollment](#)

[Cancel CE](#)

(WB4500)

Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

Evaluation

✓ Complete

Posttest

Required by 12/31/2022, 11:59 PM (ET)

**Step 11: Download certificate.** Once successfully completing the course posttest, you will be able to download your certificate by clicking the “Download Certificate” hyperlink.

## Completed CE

(WB4500)

Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

[Download Certificate](#)

**Step 11: Adding your training certificate to I-CARE.** Once you have downloaded your certificate, navigate back to your staff profile in I-CARE using the steps outlined previously. In this section, update



the “Coordinator Train Date” to the date the training was completed. Next, click the “Upload New Attachment” hyperlink to add your certificate.

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

**Site Employee Login:** DANIELLE.BELANGER \*  
Site Employee search by name, login, e-mail, etc. Contact your Site PRA if Employee not found.

**Coordinator Train Date:** 03/21/2022 \*

**Training Upload:** All VFC Coordinators must obtain and attach current documentation of receiving VFC vaccine storage and handling training every 12 months. Education is available through the following:

- VFC compliance site visits
- VFC educational visits
- The CDC online training: [You Call The Shots - Vaccine Storage and Handling \(Module 10\)](#)

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

[Upload New Attachment...](#)

**Step 12: Save staff profile.** Once the training date has been updated and the certificate has been uploaded, save the staff profile using the green “save” button at the bottom of the page.

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

**Site Employee Login:** DANIELLE.BELANGER \*  
Site Employee search by name, login, e-mail, etc. Contact your Site PRA if Employee not found.

**Coordinator Train Date:** 03/21/2022 \*

**Training Upload:** All VFC Coordinators must obtain and attach current documentation of receiving VFC vaccine storage and handling training every 12 months. Education is available through the following:

- VFC compliance site visits
- VFC educational visits
- The CDC online training: [You Call The Shots - Vaccine Storage and Handling \(Module 10\)](#)

File Name	File Code	Description	File Status	Last Upload
<a href="#">CEUCertificate.pdf</a>	Vaccine Coordinator Training Documentation	Vaccine Coordinator Training: C05000 DANIELLE.BELANGER	Pending	03/22/2022 11:01 AM

**Coordinator Train E-mail Date:** 02/21/2023 \*  
Date that the next VFC Coordinator Date expiration e-mail notification will be sent.

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**Created:** 03/21/2022 09:05:45 AM  
[JUEN, DAVID](#)  
[IMMUNIZATION PROGRAM AT WSCDC](#)

**Updated:** 03/22/2022 10:59:53 AM  
[BELANGER, DANIELLE](#)  
[IMMUNIZATION PROGRAM AT WSCDC](#)

\* = Required Field

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Select an Action: Save Cancel Delete