



VFC Re-Enrollment Training 2025



Quick Steps to Continue 2025 VFC Enrollment

1. Obtain new Provider Agreement for 2025-2026
2. Upload to the 2024-2025 enrollment year
3. Upload new appliance certificates if expiring soon
4. All **active** staff must upload both WB4905 (Vaccine Storage and Handling training) and WB4906 (Vaccines for Children Program training) certificates for the 2025-2026 year



★ Obtain New Provider Agreement for 2025-2026

1. Log into I-CARE
2. Navigate to the “Site” tab
3. Click “VFC”
4. Click “Enrollment”
5. Click “2024”

The screenshot displays the I-CARE web application interface. The top navigation bar includes 'Home', 'Patients', 'Site', 'Reports', 'Quick Assist', and 'Admin'. The 'Site' menu is expanded, showing options like 'VFC', 'Temp Logs', 'VIS', 'Employees', 'Campaigns', 'Import (604.5K)', 'My Sites', and 'Registration'. The 'VFC' tab is selected. Below the navigation, the 'Select View' section shows 'VFC', 'Vaccine Requests', 'Staff', 'Enrollment', and 'Files'. The 'Enrollment' view is active, displaying a table of enrollment records. The '2024' enrollment year is highlighted with a red circle and an arrow pointing from the instruction list.

Enrollment Year	Status	Status Date	Site
2024	Complete	03/16/2024	IMMUNIZATION PROGRAM AT WSCDC
2023	Complete	01/27/2023	IMMUNIZATION PROGRAM AT WSCDC
2022	Complete	03/08/2022	IMMUNIZATION PROGRAM AT WSCDC
2020	Complete	01/09/2020	IMMUNIZATION PROGRAM AT WSCDC
2019	Complete	03/13/2019	IMMUNIZATION PROGRAM AT WSCDC
2018	Complete	05/04/2018	IMMUNIZATION PROGRAM AT WSCDC
2017	Complete	07/07/2017	IMMUNIZATION PROGRAM AT WSCDC

Showing 1 to 7 of 7 entries

★ Obtain New Provider Agreement for 2025-2026 (continued)

1. Scroll down to the “Requirements” section
2. Click “VFC Provider Agreement”
3. Print and fill out the information on page 1 and page 3
4. Have page 3 signed by the Medical Director

Requirements: Please complete the following requirements before submitting your enrollment. Be sure to note your VFC PIN on any document attachments.

- Provider has obtained and attached the VFC Provider Agreement, signed by the Medical Director or equivalent.

◆ File Name	◆ File Code	◆ Description	◆ File Status	▼ Last Upload
0403_001.pdf	VFC Chicago Provider Agreement	VFC Provider Agreement 2024: PIN C05000	Approved	04/18/2024 04:12 PM

[📁 Upload New Attachment...](#)

★ Upload to the 2024-2025 Enrollment Year

1. In the same section, click “Upload New Attachment” and upload the signed Agreement.

Requirements: Please complete the following requirements before submitting your enrollment. Be sure to note your VFC PIN on any document attachments.

- Provider has obtained and attached the [VFC Provider Agreement](#), signed by the Medical Director or equivalent.

◆ File Name	◆ File Code	◆ Description	◆ File Status	▼ Last Upload
0403_001.pdf	VFC Chicago Provider Agreement	VFC Provider Agreement 2024: PIN C05000	Approved	04/18/2024 04:12 PM

[📎 Upload New Attachment...](#)

★ Upload New Appliance Certificates if Expiring Soon

1. Scroll to the “Active VFC Appliances” section
2. Please ensure there is at least one active refrigerator and one active freezer, both with updated certifications.

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

▲ Appliance Name	◆ Type	◆ Scale	◆ Status	◆ Used For	◆ Logger	◆ Thermometer Status
KEVIN'S OFFICE FRIDGE - THERMO SCIENTIFIC	Refrigerator: Pharmaceutical/medical grade refrigerator/freezer	Fahrenheit	Active	VFC/Both	Yes	Certified 10/12/2025 ✓
VAX ROOM FREEZER - NORTHLAKE SCIENTIFIC	Freezer: Stand-alone freezer (household/commercial)	Celsius	Active	VFC/Both	Yes	Certified 10/12/2025 ✓
VAX ROOM GLASS FRIDGE - COREPOINT SCIENTIFIC	Refrigerator: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certified 10/12/2025 ✓
VAX ROOM GLASS FRIDGE - THERMO SCIENTIFIC	Refrigerator: Stand-alone refrigerator (pharmaceutical/medical grade)	Celsius	Active	VFC/Both	Yes	Certified 10/12/2025 ✓
VAX ROOM WHITE FRIDGE - NORLAKE SCIENTIFIC	Refrigerator: Stand-alone refrigerator (household/commercial)	Celsius	Active	VFC/Both	Yes	Certified 10/12/2025 ✓

Update Active VFC Staff

1. Scroll to the “Active VFC Staff” section
2. Please ensure all VFC Staff are listed as active

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
VFC Medical Director	SLOBODA, ALEXANDER	Active	--
VFC Vaccine Coordinator - Primary	HANSEN, KEVIN	Active	VFC E-mail: kevin.hansen@cityofchicago.org Training:

★ Update Active VFC Staff (continued)

1. Click on the staff member
2. Scroll down to the “Training Upload” section and follow the instructions to complete and upload both required trainings

Training Upload: To satisfy Vaccine for Children Program annual training requirements, all vaccine coordinators **must:**

1. Visit [CDC TRAIN](#).
2. Under Course Catalog Search for, register, and complete both WB4905 (Vaccine Storage and Handling training) and WB4906 (Vaccines for Children Program training).
3. Pass the post-assessment for both courses at 80%.
4. Complete the evaluation for both courses.
5. Visit “Your Learning” to access your certificate.
6. Upload your certificate for both WB4905 and WB4906 using the Upload New Attachment link below.

📘 Click for a [Step-by-Step Guide](#) on completing Illinois VFC Required Training.

This course cannot be audited.

You must pass the posttest at 80%. There are only 2 attempts allowed. If you have any questions or need assistance searching for, registering, and completing these courses, please contact CDC TRAIN via email at TRAIN@cdc.gov. If you have any questions or need assistance uploading your certificates, please contact IDPH VFC at dph.vaccines@illinois.gov.

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

[Upload New Attachment...](#)



VFC Re-Enrollment

Thank You!