

2019 VFC Recertification Instructions



VFC Providers are required to complete and submit the online VFC Recertification form annually in order to continue participation in the VFC Program and receive VFC-supplied vaccines.

The 2019 VFC Recertification process consists of 3 Key Parts:

Part 1: Identify the 4 required key staff for your practice.

Each provider must identify staff members to be assigned as the following roles:

1. [Provider of Record](#)
2. [Provider of Record Designee](#)
3. [Vaccine Coordinator](#)
4. [Back-Up Vaccine Coordinator](#)

Part 2: Your practice's 4 key staff members must take the required EZIZ lessons.

Legend: ✓ = Required Lesson		Start Date	Key Practice Staff			
			Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements *	Recertification Launch	✓	✓	✓	✓
	Storing Vaccines*	Recertification Launch	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures*	Recertification Launch	✓	✓	✓	✓
	Conducting a Vaccine Inventory *	Recertification Launch	✓	✓	Encouraged	Encouraged
Review & Acknowledge	Provider Operations Manual <i>(NEW)</i>	Recertification Launch	✓	✓	✓	✓
	Vaccine Management Plan <i>(Updated)</i>	Recertification Launch	✓	✓	✓	✓

*Test-out option available

If the 4 key staff for your practice have not taken the required lessons, visit eziz.org/eziz-training to take the required lessons prior to beginning the VFC Recertification process.

Part 3: Gather the required information and complete the online Recertification form.

Utilize the [2019 VFC Recertification Worksheet](#) to gather information ahead of time. When ready, login to your [MyVFCvaccines](#) account to complete the Recertification Form.

Please refer to the official [VFC Program communication](#) regarding 2019 Recertification for additional information.