

# 2018 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 2018 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 *	January 31, 2018	✓	✓	✓	✓
	Storing Vaccines <i>(NEW)</i>	January 31, 2018	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures <i>(NEW)</i>	January 31, 2018	✓	✓	✓	✓
	Conducting a Vaccine Inventory *	January 31, 2018	✓	✓	Encouraged	Encouraged
Review & Acknowledge	Refrigerator and Freezer Temperature Log <i>(NEW)</i>	January 31, 2018	✓	✓	✓	✓
	Vaccine Management Plan <i>(NEW)</i>	January 31, 2018	✓	✓	✓	✓

\*Test-out option available

If the 4 key staff for your practice have not taken the required lessons, visit [eziz.org/eziz-training](http://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.

Before you begin completing the online VFC Recertification form, utilize the [2018 VFC Recertification Worksheet](#) to gather information ahead of time.

Please refer to the official [VFC Program communication](#) regarding 2018 Recertification for additional information.