



Erica Pan, MD, MPH
Director and State Public Health Officer

Gavin Newsom
Governor

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TO: California Local Health Department 317 (LHD 317) Providers
FROM: Robert Schechter, M.D., Immunization Branch Chief *Not seen*
Center for Infectious Diseases
Division of Communicable Disease Control

SUBJECT: Submit Annual LHD 317 Recertification by January 30, 2026



Key takeaways from this letter:

- By January 30, 2026, complete the LHD 317 Recertification, including the required lessons on [EZIZ](#) and the Recertification form on [myCAvax](#), to avoid suspension of vaccine ordering.

Thank you for your continued participation in the Local Health Department 317 (LHD 317) Program, which ensures access to immunizations for uninsured and underinsured adults.

The 2026 LHD 317 Recertification form is now available on your [myCAvax](#) program location account. Submit your completed recertification by **Friday, January 30, 2026**.

Annual Recertification and Training are required to continue receiving vaccines through the LHD 317 Program. Through Recertification, providers agree to comply with Program participation requirements, update practice information, provide proof of medical licensure, and update estimates of all LHD 317-eligible and privately insured adults who will be immunized in the coming year.

Not completing the 2026 LHD 317 Recertification process will result in suspension of vaccine ordering privileges.

Note: Enrollees in the Vaccines for Children (VFC) Program have a separate Recertification form, as described in the VFC Program's Recertification letter.

2026 Recertification Process

1. Ensure Your LHD 317 Account is in Good Standing

Only active Program providers in good standing can access the 2026 LHD 317 Recertification form. Providers who are suspended with outstanding mandatory corrective actions may not access the form until the actions have been resolved. Please contact your [CDPH Field Representative](#) for more information.

2. Gather Your Information Using the LHD 317 Recertification Worksheet

Utilize the [LHD 317 Recertification Worksheet \(PDF\)](#) to gather information before beginning the recertification process.

3. Complete the LHD 317 Program's 2026 Educational Requirements

Key practice staff must first complete all required [LHD 317 educational requirements](#) before accessing the 2026 LHD 317 Recertification form. While all LHD 317 vaccine management activities are in myCAvax, EZIZ lessons are still hosted on the same, separate training platform on [EZIZ.org](#) and must be completed on EZIZ.

Clinics will only need to complete the lesson corresponding to the CDPH Immunization Program they are enrolled in. The LHD 317 Program Requirements training should have a completion date of December 1, 2025 or later to receive credit. Although the myCAvax system will only validate the LHD 317 Program Requirements training, it is highly encouraged that key practice and other related staff complete the other EZIZ lessons. Since there are no new updates to the EZIZ lessons since 2025 Recertification, a test-out option is now available for users who have previously passed the lessons and receive a passing score on the pre-lesson quiz. Lessons completed or tested-out as of December 1, 2025 will count towards the 2026 LHD 317 Recertification requirement. Providers cannot continue through the Recertification form until training has been completed by all key practice staff. Staff will receive credit if EZIZ lessons were completed for other CDPH Immunization Programs.

You can now view the training status of staff associated with your clinic in myCAvax, before accessing the Recertification form. On your myCAvax home page, click on "More" and click on the "EZIZ Training" link. After selecting your Program Location account, you will be able to view the EZIZ training accounts linked to your PIN with the most current lesson completion date. Keep in mind that staff will need to set aside a couple of hours to complete all required lessons.

Important Note! Since myCAvax is connected to validate EZIZ training lessons, the User ID used to complete the EZIZ training lessons must match the email listed on the myCAvax program location account. Each key practice staff must have a unique email and EZIZ user ID.

4. Access to the LHD 317 Recertification Form

Log in to your [myCAvax](#) with your unique username and password and click on “Submit Recertification.”

Important Note! Only Vaccine Coordinators (Primary, Back Up, Organizational and Additional Vaccine Coordinators) will have access to completing the Recertification form. The Provider of Record and Designee do not have access unless they are also one of the Vaccine Coordinators.

Step 1 – Provider Location Information: Most fields in the Recertification Form will be pre-populated with the information the LHD 317 program has on file (Program Location Name, Shipping and Vaccine Administration Address, Phone, LHD 317 Pin, CAIR/IIS ID, delivery days and times, etc.). Review and update the following information as necessary:

- **CAIR/IIS ID:** California law requires all California providers, including active LHD 317 providers to enter every immunization administered, as well as a patient’s race and ethnicity, into a California immunization registry, CAIR OR Healthy Futures/RIDE. Providers without an immunization registry ID will not be able to proceed with 2026 Recertification. For more information, see the California Department of Public Health’s [Immunization Registry FAQs](#).
- Only a single Registry ID is allowed to be entered per Program Location and LHD 317 PIN. The Registry ID in the LHD 317 Recertification Form must be registered at the same location as the LHD 317 PIN. If there are multiple Registry IDs associated with your practice, select the Registry ID that holds the greatest amount of LHD 317 vaccine inventory or LHD 317-eligible patients. For CAIR questions, please contact 800-578-7889, or CAIRHelpdesk@cdph.ca.gov. For RIDE/Healthy Futures questions, please contact 209-468-2292, or support@myhealthyfutures.org.

Step 2 – Key Practice Staff: Information about the clinic’s designated Provider of Record, Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Provider of Record Designee will display, including the optional roles of Additional Vaccine Coordinator and Organization Vaccine Coordinator. Review and manage these roles on the Recertification form.

Step 3 – Vaccine Storage Units: Enter all units that will be used to store LHD 317 vaccines and corresponding temperature monitoring devices.

- **Important Note!** The LHD 317 Program requires that all digital data loggers (DDLs) used for temperature monitoring of LHD 317-supplied vaccines (including backup DDLs) have a current certificate of calibration. Having expired certificates of calibration may lead to vaccine orders being held.

- Be prepared to upload a copy of the certificate of calibration for each DDL in each vaccine storage unit, including your site's back up DDL(s).

Step 4 – Provider Population: Review and update the estimated number of all adults 19 years of age and older who will receive immunizations in the upcoming year. Update the data based on immunization registry usage reports, Electronic Health Record (EHR) usage reports, LHD 317 usage logs, billing information, or other sources. The site must report the estimated number of adults 19 years of age and older by eligibility – uninsured, underinsured, and privately insured.

Step 5 – Health Care Providers with Prescription Writing Privileges: List all health care providers who will be administering LHD 317-supplied vaccines. Your site will be unable to move forward with the recertification process if a license cannot be verified.

- The first contact listed in your medical staff will be your Provider of Record.
- All medical licenses must be verified and will be validated electronically.
- You can verify the license number from the [California Department of Consumer Affairs](#). Please make sure you enter the name exactly as it appears on the medical license. Do not include title (e.g. MD, DO etc).
- Locate NPI numbers through the NPPES website: [Search NPI Records](#).

Step 6 – Review Recertification Information and Submit for E-Signature: Review all the information that was entered in the Recertification Form. If any edits are needed, click on the “Back” button to go back to the previous pages. Otherwise, click on “Submit for E-Signature” to send the Provider Agreement and Addendum to the Provider of Record for their electronic signature.

Step 7 – Review and Sign the Provider Agreement and Provider Agreement

Addendum: An email will be sent to the Provider of Record to review and electronically acknowledge compliance with all items outlined in the [2026 LHD 317 Provider Agreement \(PDF\)](#) and [2026 CA LHD 317 Provider Agreement Addendum \(PDF\)](#). The Provider of Record will click on the link in the email to review and sign the documents via DocuSign. The provider's electronic signature acknowledges agreement with all current LHD 317 Program requirements and that the provider has the capacity to order, receive, store, manage, and administer publicly purchased vaccines.

- **Important Note!** The Recertification status will only be “Completed” once the Provider of Record has signed the Agreement and Addendum through DocuSign.

2026 LHD 317 REQUIREMENTS

LHD 317 Program requirements are outlined in the [2026 LHD 317 Provider Agreement \(PDF\)](#) and it has been updated with additional language emphasizing the vaccine administration reporting requirement in CAIR prior to submission of vaccine orders. Because accurate data are now integrated with your program's vaccine management and vaccine ordering, please ensure that your staff are trained and that your systems are equipped to record and submit required data to the immunization registry. Staff must report all LHD 317 vaccine doses administered to an immunization registry (CAIR or CAIR/Healthy Futures); data must include all required elements of eligibility screening

(including eligibility code and funding source), NDC and vaccine administration elements.

The Provider Agreement also highlights that any clinician who administers LHD 317-supplied vaccines must be knowledgeable of and familiar with all recommendations and guidance from the California Department of Public Health (CDPH) on immunizations, including schedules, indications, dosages, and new products. CDPH has taken into consideration guidance and recommendations from additional medical and scientific organizations, including, but not limited to, the American Academy of Pediatrics, the American College of Obstetricians and Gynecologists, and the American Academy of Family Physicians. Refer to [Assembly Bill 144](#) more information.

California specific requirements are outlined in the [2026 CA LHD 317 Program Provider Agreement Addendum \(PDF\)](#), which includes a new section for temporary mobile and off-site clinics.

If you have any questions about the recertification process, please contact the LHD 317 Program at 833-502-1245 or ProviderCallCenter@cdph.ca.gov.

Enclosures:

[2026 LHD 317 Provider Agreement \(PDF\) \(IMM-1572\)](#)

[2026 LHD 317 Provider Agreement Addendum \(PDF\) \(IMM-1515\)](#)

[2026 Recertification Frequently Asked Questions \(PDF\) \(IMM-1245\)](#)

[2026 Recertification Process \(PDF\) \(IMM-1277\)](#)

[LHD 317 Recertification Worksheet \(PDF\) \(IMM-1521\)](#)

[myCAvax Recertification Demo and Knowledge Center Resource](#)