

# 2021 VFC Recertification Process

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- 1 | ENSURE YOUR VFC ACCOUNT IS IN GOOD STANDING**

Provider accounts that are SUSPENDED due to Mandatory Corrective Actions will not be able to access the Recertification form.
- 2 | GATHER INFORMATION ON THE VFC RECERTIFICATION WORKSHEET**

Use the 2021 VFC Recertification Worksheet to gather information before beginning the Recertification process.
- 3 | COMPLETE REQUIRED EZIZ LESSONS**

Complete required EZIZ lessons in order to access 2021 VFC Recertification. Any lessons that were completed prior to December 4, 2020 will not receive credit for 2021 Recertification.
- 4 | LOGIN TO THE VFC RECERTIFICATION FORM**

Login with your practice's VFC PIN and ZIP Code on your MyVFCVaccines account. Then click on the "Submit Recertification Form" button.
- 5 | REVIEW YOUR VFC PRACTICE PROFILE**

Your VFC Practice Profile displays your current practice volume; order frequency; total vaccine doses ordered, expired, wasted, and spoiled; 2020 VFC patient estimates; and a comparison of vaccines administered with target usage.
- 6 | VERIFY AND UPDATE YOUR PRACTICE INFORMATION**

Verify and update information about your practice, including Registry ID, delivery times, key practice staff, patient estimates, vaccine storage and data logger equipment, and health-care providers who will be administering vaccines.
- 7 | REVIEW "PROVIDER AGREEMENT" AND "PROVIDER AGREEMENT ADDENDUM"**

The Provider of Record must review and electronically acknowledge compliance with all items outlined in the 2021 VFC "Provider Agreement" and CA VFC Program "Provider Agreement Addendum" on the Recertification form.
- 8 | SUBMIT THE 2021 VFC RECERTIFICATION FORM**

Once the 2021 VFC Recertification form has been submitted, the system will generate an e-mail confirmation of submission to all key practice staff plus the person submitting the Recertification form.