

Recertification Process

1. Ensure your account is in good standing.

Provider accounts that are SUSPENDED due to Mandatory Corrective Actions will not be able to access the myCAvax Recertification form.

2. Gather information on the Recertification worksheet.

Use the Recertification worksheet to gather information before beginning the recertification process.

3. Complete required EZIZ Lessons.

The EZIZ Learning History page identifies lessons providers may test out of if lessons were successfully completed the prior year. To receive credit for the training requirement, Key Practice Staff must login to their unique EZIZ Training account to test out of or complete all required lessons once available. See the annual Recertification letter for details.

4. Access the Recertification form.

Login to your myCAvax account and click on the “Submit Recertification” button.

5. Verify and update your practice information.

Carefully review address, registry ID, delivery times, key practice staff, patient estimates, vaccine storage and data logger equipment, and healthcare providers who will be administering immunizations. Gather Certificates of Calibration for primary & backup data loggers.

6. Submit for Provider of Record’s review and e-signature.

The Provider of Record must review and electronically acknowledge compliance with all items outlined in the “Provider Agreement” and “Provider Agreement Addendum.” An email with a link to DocuSign will be sent to the Provider of Record. Recertification is not complete until the Agreements have been electronically signed.