ENFORCE 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.

GATHER INFORMATION ON THE VFC RECERTIFICATION WORKSHEET
Use the 2020 VFC Recertification Worksheet to gather information before beginning the Recertification process.

COMPLETE REQUIRED EZIZ LESSONS
Complete required EZIZ lessons in order to access 2020 VFC Recertification. Any lessons that were completed prior to December 16, 2019 will not receive credit for 2020 Recertification.

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.

REVIEW YOUR VFC PRACTICE PROFILE
Your VFC Practice Profile displays your current practice volume; order frequency; total vaccine doses ordered, expired, wasted, and spoiled; 2019 VFC patient estimates; and a comparison of vaccines administered with target usage.

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.

REVIEW "PROVIDER AGREEMENT" AND "PROVIDER AGREEMENT ADDENDUM"
The Provider of Record must review and electronically acknowledge compliance with all items outlined in the 2020 VFC "Provider Agreement" and CA VFC Program "Provider Agreement Addendum" on the Recertification form.

SUBMIT THE 2020 VFC RECERTIFICATION FORM
Once the 2020 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.

COMPLETE THE VFC PROGRAM SATISFACTION SURVEY
A link to complete and submit the satisfaction survey will appear after submitting your Recertification. Your input is greatly valued.