

## **IMPORTANT REMINDER: Part 1 of the 2024 VFA Recertification is Due January 31<sup>st</sup>!**

Dear VFA Provider,

**Part 1 of the VFA Recertification is due Wednesday, January 31, 2024!** Complete the required EZIZ Lessons first and then log in to your [MyVFCVaccines](#) account to submit the Recertification form **as soon as possible**. Completing Part 1 of the VFA Recertification process by January 31<sup>st</sup> ensures we have the appropriate VFA contact information to prepare you for part 2 of your recertification/information verification process in myCAvax. Additional VFA training requirements are still forthcoming. Please refer to the [recertification letter sent by the VFA Program](#) for full details.

**NEW!** Please review the updated [2024 VFA Provider Agreement and VFA Provider Agreement Addendum](#). The key practice staff should review the VFA Agreement and Addendum prior to completing the recertification and information verification process in myCAvax. The Provider of Record will be required to review, acknowledge and sign the 2024 VFA Agreement and Addendum on myCAvax (via DocuSign) to complete the recertification process.

### **Important Reminders:**

- Accurately identify and list the VFA Contact on the MyVFCVaccines Recertification. The VFA Contact will receive all notifications about the system transition to myCAvax in February 2024, with more details about next steps in completing the process in myCAvax.
- Identify the Provider of Record for the clinic's adult population. VFA sites are encouraged to list staff members managing the adult patient population for the Provider of Record, Primary and Back Up Vaccine Coordinators and Provider of Record Designee when completing the VFA information verification process in myCAvax.

- The adult Provider of Record will be responsible for signing the VFA Agreement and Addendum.
- **REGISTER NOW! VFA myCAvax Training Opportunities (Links below):**  
**Audience:** Identified Vaccines for Adults (VFA) key practice staff
  - Thursday, February 22, 2024, 11AM, PST: [VFA 101 Training for Providers](#)
  - Thursday, February 29, 2024, 11AM, PST: [VFA 102 Training for Providers](#)

All VFA providers are required to start entering critical pieces of information during the recertification on MyVFCVaccines and will complete the information verification process and signing the VFA Agreement and Addendum in myCAvax. Providers who do not recertify on both systems risk suspension of vaccine ordering and eventual termination from the VFA Program.

If you have any questions about the VFA Recertification process, please email us at [my317vaccines@cdph.ca.gov](mailto:my317vaccines@cdph.ca.gov).

Thank you for participating in the Vaccines for Adults (VFA) program!

Thank you,



California Department of Public Health | Immunization Branch  
Vaccines for Adults (VFA) Program

**Phone: 877-243-8832**

**Fax: 877-329-9832**

**Email: [my317vaccines@cdph.ca.gov](mailto:my317vaccines@cdph.ca.gov)**