



State of California—Health and Human Services Agency
California Department of Public Health




GAVIN NEWSOM
Governor

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TO: California Vaccines for Children (VFC) Providers

FROM: Robert Schechter, M.D., Chief 
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2025 Annual VFC Recertification

Key takeaways from this letter:



- ✓ By February 14, 2025, complete the VFC Recertification process, including the required lessons on [EZIZ](#) and the Recertification form on [myCAVax](#).
- ✓ Not completing VFC Recertification will result in suspension of vaccine ordering and eventual termination from the VFC Program.

VFC PARTICIPATION

Thank you for your continued participation in the California Vaccines for Children (VFC) Program, which ensures access to necessary immunizations for vulnerable children. This past year marked the [30th Anniversary of the federal Vaccines for Children Program](#), with VFC's implementation in October 1994. Since 1994, the VFC Program has provided over 71.5 billion doses of pediatric vaccines nationwide and helped prevent the spread of infectious diseases. In California, there are currently over 6 million VFC-eligible children, making California the largest VFC state in the nation. Your participation in the VFC Program and your efforts in immunizations have made a positive difference in the health and lives of California's children.

RECERTIFICATION BACKGROUND

Annual Recertification and Training is a federal requirement for public and private providers to continue receiving publicly purchased vaccines through the VFC Program. Through Recertification, providers agree to comply with VFC Program participation requirements, update practice information, and provide updated estimates of all VFC-eligible and privately insured children who will be immunized in the coming year.



Recertification also validates that your healthcare providers have a current and valid California medical license to prescribe and administer vaccines.

All newly enrolled VFC providers that became active in VFC prior to Recertification launch must complete 2025 VFC Recertification. Not completing the 2025 VFC Recertification process will result in suspension of vaccine ordering privileges and eventual account termination from the VFC Program.

Note: If you are enrolled in more than one immunization program, there will be a separate Recertification form for the Local Health Department (LHD 317) and the Vaccines for Adults (VFA) Programs. Please refer to those program's Recertification letter for more details.

SUBMIT 2025 VFC RECERTIFICATION BY FEBRUARY 14, 2025

The 2025 VFC Recertification form is now available when you log in to your [myCAvax](#) program location account. Submit your completed Recertification by **Friday, February 14, 2025**. Once completed, your VFC Recertification will be valid through 2025.

2025 RECERTIFICATION PROCESS

1. Ensure Your VFC Account is in Good Standing

Only active Program providers in good standing may access the 2025 VFC Recertification form. Providers who have outstanding mandatory corrective actions may access the form once the actions have been resolved. Please contact your [VFC Field Representative](#) for more information.

2. Gather Your Information Using the VFC Recertification Worksheet

Utilize the [2025 VFC Recertification Worksheet](#) to gather information before beginning the Recertification process.

3. Complete the VFC Program's 2025 Educational Requirements

Every California VFC Provider must first complete federal [VFC educational requirements](#) before accessing the 2025 VFC Recertification form. The training modules are now available on the EZIZ.org [training page](#) for key practice staff to complete. As the EZIZ lessons have been updated this year, a test-out option will not be available. Providers cannot continue through the Recertification form until training has been completed by all key practice staff. Keep in mind that staff will need to set aside a couple of hours to complete all required lessons.

In summary, all lessons are required for the Vaccine Coordinator & Backup Coordinator. All lessons are also required for the Provider of Record & Provider's Designee, except that the Conducting a Vaccine Inventory lesson is encouraged rather than required.

4. Access the VFC Recertification Form

Log in to your [myCAvax](#) account and click on the "Submit Recertification" button.

IMPORTANT NOTE! Only Vaccine Coordinators (Primary, Back Up, Organization, 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 among the Vaccine Coordinators.

- **Step 1 – Provider Location Information:** Some fields in the Recertification form will be pre-populated with the information the VFC program has on file (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 VFC 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 2025 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 VFC PIN. The Registry ID in the VFC Recertification Form must be registered at the same location as the VFC PIN. If there are multiple Registry IDs associated with your practice, select the Registry ID that holds the greatest amount of VFC vaccine inventory or VFC-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:** The clinic must list a Provider of Record, Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Provider of Record Designee. Key Practice Staff must complete their EZIZ program training before proceeding with Recertification. Review and manage these roles on the Recertification form.
 - **Optional Key Practice Staff:** Sites may now list an Organization and/or an Additional Vaccine Coordinator. Optional Key practice staff will only display if you already have those roles for your clinic. Assigning contacts to these roles is not mandatory. Assigning and/or changing an Organization Vaccine Coordinator is subject to CDPH Approval.
 - **Additional Staff Members:** Sites have the option to add additional staff members who should receive program communications.
- **Step 3 – Vaccine Storage Units:** Enter all units that will be used to store VFC vaccines and corresponding temperature monitoring devices. Existing storage units from other CDPH immunization programs (VFA, LHD 317, BAP, SGF) are available to view and add to VFC if they are also used to store VFC vaccines. Any new units not already listed can be added. If you have a storage unit that is no longer in use, designate the Unit priority as 'No longer in use'.
 - **IMPORTANT NOTE!** The VFC Program requires that all digital data loggers (DDLs) used for temperature monitoring of VFC-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.
- Sites can now list more than 1 backup thermometer. The program location must have a minimum of 1 backup thermometer with a valid certificate of calibration to proceed.
- **Step 4 – Provider Population:** Enter estimates of all children (both VFC-eligible and privately insured patients) to be immunized in the coming year. Update the data based on immunization registry usage reports, Electronic Health Record (EHR) usage reports, VFC usage logs, billing information, or other sources.
 - You will be required to attest that your practice is offering all ACIP-recommended immunizations for your VFC-eligible patients. It is a requirement to order all ACIP-recommended immunizations (including COVID, flu, RSV, and special-order vaccines) to meet the needs of the total VFC-eligible patient populations reported for the VFC PIN.
- **Step 5 - Health Care Providers with Prescription-Writing Privileges:** List all health care providers who will be administering VFC-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 National Plan & Provider Enumeration System (NPPES) website: <https://npiregistry.cms.hhs.gov/>.
- **Step 6 – My Turn Vaccine Locator:** The [My Turn Vaccine Locator](#) is a public-facing page that helps patients find your location based on its proximity and vaccination services. [My Turn Vaccine Locator](#) replaces the previous EZIZ Provider Locator and is a helpful tool to promote your practice and the immunizations that you provide. You will be automatically added to the My Turn Vaccine Locator during Recertification unless you select to opt-out.

Please join CDPH for an interactive webinar to see live demonstrations and learn how My Turn Clinic can streamline vaccine administration and clinic management.

- When: Tuesday, January 14, 2025
- Time: 12:00 pm – 1:00 pm
- Register here: [Benefits of Using My Turn Clinic](#)
- **Step 7 – Review Recertification Information:** Review all the information 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 8 – Review 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 [2025 VFC Provider Agreement](#) and the [2025 CA VFC Program Provider Agreement Addendum](#). 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 VFC Program requirements and that the provider has the capacity to order, receive, store, manage, and administer publicly purchased vaccines. Once the documents have been signed, the recertification status will be moved to "Completed."
- **Step 9 - Provider Satisfaction Survey**
This is the last step of 2025 VFC Recertification. A link to complete and submit the [VFC Provider Satisfaction Survey](#) will appear after submitting your Recertification for e-signature. You can also access the survey outside of Recertification. Your input is greatly valued and will guide enhancement to our program, educational resources, staff training, and systems.

2025 VFC REQUIREMENTS AT A GLANCE

Refer to the [2025 Program Participation Requirements at a Glance \(IMM-1240\)](#) for a current summary of California's VFC Program requirements, what is new for 2025, and resources available to help practices meet these requirements. Please print and share with relevant clinic staff.

If you have any questions about the recertification process, please contact the VFC Program at 877-2GET-VFC (877-243-8832).

Enclosures:

- [2025 Program Participation Requirements at a Glance \(IMM-1240\)](#)
- [2025 VFC Provider Agreement \(IMM-1241\)](#)
- [2025 VFC Provider Agreement Addendum \(IMM-1242\)](#)
- [2025 VFC Recertification Frequently Asked Questions \(FAQs\) \(IMM-1245\)](#)
- [2025 VFC Recertification Process \(IMM-1277\)](#)
- [2025 VFC Recertification Worksheet \(IMM-1207\)](#)
- [myCAvax Recertification Demo and Knowledge Center Resource](#)