

# 2016 VFC Recertification Instructions



VFC providers are required to complete and submit the online VFC Recertification form annually in order to continue to receive VFC-supplied vaccines.

The 2016 VFC Recertification consists of 3 Key Parts:

**Part 1: Identify the 4 required key staff for your practice.**

Each provider must identify staff members to be assigned as the following roles:

1. [Provider of Record](#)
2. [Provider of Record Designee](#)
3. [Vaccine Coordinator](#)
4. [Back-Up Vaccine Coordinator](#)

**Part 2: Your practice’s 4 key staff must take the required EZIZ lessons.**

		Key Clinic Staff			
		Vaccine Coordinator	Back-up Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements	✓	✓	✓	✓
	Storing Vaccines	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures <i>(NEW)</i>	✓	✓	✓	✓
	Conducting a Vaccine Inventory	✓	✓	Optional	Optional
Review & Acknowledge	2016 Refrigerator Temperature Log <i>(NEW)</i>	✓	✓	✓	✓
	2016 Freezer Temperature Log <i>(NEW)</i>	✓	✓	✓	✓

If the 4 key staff for your practice have not taken the required lessons, visit [eziz.org/eziz-training](http://eziz.org/eziz-training) to take the required lessons prior to beginning the VFC Recertification process.

**Part 3: Gather the required information and complete the online Recertification form.**

Before you begin completing the VFC Recertification form, utilize the [2016 Recertification Worksheet](#) to gather information ahead of time.

Please refer to the official VFC Program communication regarding 2016 Recertification for additional information.