

## Instructions to Meeting VFC Education Requirements

**Introduction:** Online training through the CDC is available for VFC provider personnel. In order to get a Continuing Nursing or Medical Education Units and in order for the training to qualify as bona fide for VFC purposes, participants must login and generate post-test certificates of completion which will have their names and the course completed.

The two VFC courses for **2018** are **WB2897** (Module 10: Storage and Handling) and **WB2898** (Module 16: VFC Program). There are other immunization courses available for additional CEUs; however, these two are the only VFC program-specific courses.

If you experience any technical difficulties accessing or using the You Call the Shots training, the CDC helpdesk may be reached at either 1-800-418-7246 or [ce@cdc.gov](mailto:ce@cdc.gov).

### Instructions:

Participants need to login or create a login at the CDC training webpage:  
<http://www2a.cdc.gov/TCEOnline/>

The screenshot displays the CDC Training and Continuing Education Online website. The top navigation bar includes links for Home, About CDC, Press Room, Funding, A-Z Index, Centers, Institute & Offices, Training & Employment, and Contact Us. The main header features the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below the header, there are several tabs: Health & Safety Topics, Publications & Products, Data & Statistics, and Conferences & Events. The main content area is titled "Training and Continuing Education Online" and includes a sidebar with links for Home, Search, Participant Services, Site Administration, Help, Contact TCEO, and Log Off. The main content area is divided into sections for "New Participant" (if you have never registered as a participant), "Participant Login" (if you have a login name and password), and "Participant features" (which includes a list of features such as searching the calendar and catalog of courses, selecting a downlink site for satellite broadcasts, completing course evaluation and exam, viewing and printing transcripts, and printing continuing education certificates). A "Forgot your password?" link is also present. On the right side of the screenshot, there is a "Participant Registration" form with fields for "Login Name" (containing "lewman223") and "Password" (containing "\*\*\*\*\*"). Below the form is a button that says "I have read the Government Warning\* Log In Now". At the bottom of the form, there is a link for "Forgot your password?" and a text box that says "I do not have a login name and password. I want to become a [New Participant](#)."

## Instructions to Meeting VFC Education Requirements

Once you have logged in, you will see the following screen.

Step 1: Select Search & Register.

The screenshot shows the 'PARTICIPANT SERVICES' section of the website. On the left is a navigation menu with links: Home, Search, Participant Services, Site Administration, Help, Contact TCEO, and Log Off. The main content area includes a welcome message for 'Katharina Lewman' and a 'TIP' about CDC's status as an approved provider. Below the welcome message are four icons with corresponding links: 'Search & Register' (highlighted with a red arrow), 'Evaluations and Tests for scheduled courses', 'Transcript & Certificate', and 'Your Profile'.

In the **2) Keyword Search** field, type “**WB2897**” or “**WB2898**” to get a link to the desired course. Click the title link

The screenshot shows the 'Online Search' interface. It includes a 'Search Options' table with three columns: '1) Date Search', '2) Keyword Search', and '3) Display All'. The 'Keyword Search' field contains 'WB2897' and is highlighted with a red arrow. Below the search options is a link for 'CDC Courses'. A legend indicates that 'CE' stands for 'Continuing Education Credits Available'. A search result is displayed with a 'CE' icon (highlighted with a red arrow) and the title 'Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based) (WB2897)'. The description below the title states: 'You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination prov [more]'.

## Instructions to Meeting VFC Education Requirements

Select type of CEU desired at the bottom of the module description. Then press “Submit”.

Centers for Disease Control and Prevention Search:  GO

Publications & Products Data & Statistics Conferences & Events

Continuing Education Online

**Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)**

**Course Number:** WB2897

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step,

**CE Expiration Date:** 12/31/2018

**CE Accreditation Statements**

Register Here	
<p><b>CE Available</b> Select the appropriate continuing education.</p> <p>Select audit for courses without CE or if you do not want CE.</p> <p>The NBPHE will accept CEUs for CPH recertification credits from CDC.</p>	<ul style="list-style-type: none"><li><input type="radio"/> 1.25 CME (for physicians)</li><li><input type="radio"/> 1.25 CME (attendance for non-physicians)</li><li><input type="radio"/> 1.1 CNE (for nurses)</li><li><input type="radio"/> .1 CEU (for other professionals)</li><li><input type="radio"/> 1 CHES (for certified health education specialists)</li><li><input type="radio"/> 0.113 CPE (for pharmacists)</li><li><input type="radio"/> 0 Audit</li></ul>
<p>Click submit to <b>Register</b> for your selection and obtain event information.</p>	<p style="text-align: right;"></p>

## Instructions to Meeting VFC Education Requirements

Complete the demographic/credentials information and press “Submit”.

Please check the accuracy of the following demographic information.  
Update any incorrect information and click Submit.


1 ) What is your education level?  
Master's (e.g., M.A., M.P.H., or M.S.)

2 ) What is your work setting?  
Public Health Agency  
Select the type of setting.  
State / Territory Public Health

3 ) What is your primary professional role?  
Public Health Official

CDC relies on participant feedback to evaluate its training and education products. May we contact you with follow-up questions about the course? If YES, please enter your name, email address and/or phone number in the space provided.

Name: katie lewman  
Email Address: klewman@isdh.in.gov  
Phone Number: 317-519-1719

Submit 

Thank you for registering for:  
**Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)**  
.1 CEU (for other professionals)

[Click Here](#) if you have completed the course and would like to take evaluation and/or posttest. Upon completion you will be redirected to the **Participant Services** Page.

[Click Here](#) if you have **NOT** completed the course and you would like to be redirected to the **Participant Services** Page.

From the **Participant Services** Page you can:

- **Search and Register** for additional courses
- View Pending **Evaluations and Tests**
- View your **Transcript and Certificate**
- View and Update **Your Profile**

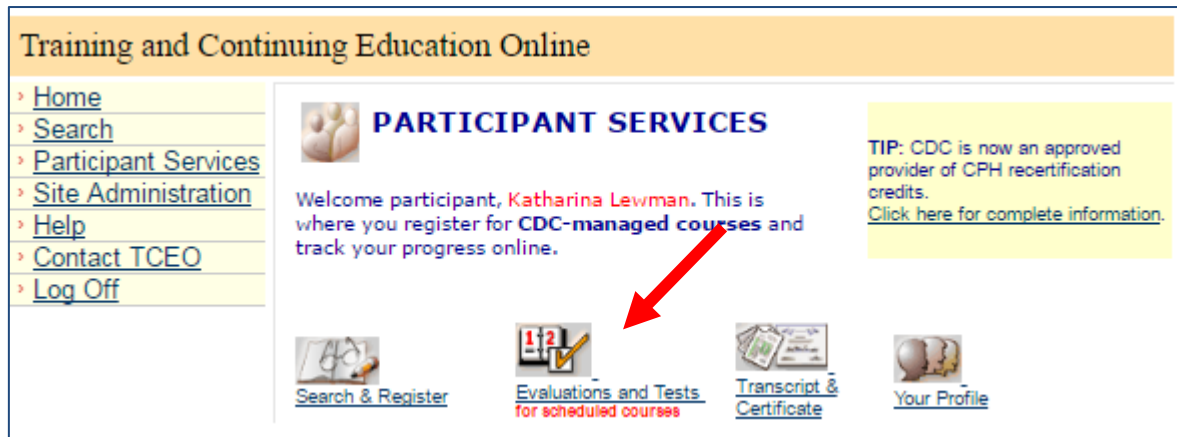
## Congratulations!

You have completed the registration portion of this process. You have to be registered for a course in order to get a CEU certificate of completion.

The steps on the following pages will detail how to complete the course and how to get your CEU certificate of completion.

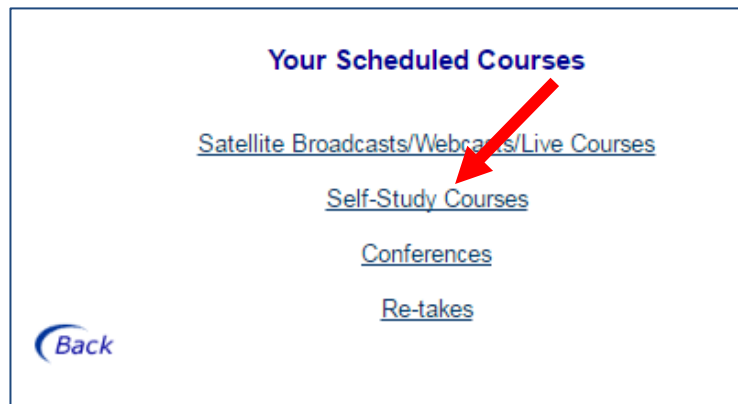
## Instructions to Meeting VFC Education Requirements

You are now ready to do the Module. At the **Participant Services** window, click **“Evaluations and Tests”**.



The screenshot shows the 'Participant Services' page. On the left is a navigation menu with links: Home, Search, Participant Services, Site Administration, Help, Contact TCEO, and Log Off. The main content area has a header 'PARTICIPANT SERVICES' and a welcome message for Katharina Lewman. Below the message are four icons with labels: 'Search & Register', 'Evaluations and Tests for scheduled courses' (highlighted with a red arrow), 'Transcript & Certificate', and 'Your Profile'. A yellow tip box on the right states: 'TIP: CDC is now an approved provider of CPH recertification credits. Click here for complete information.'

Select “Self Study Courses”.



The screenshot shows the 'Your Scheduled Courses' page. It lists several options: 'Satellite Broadcasts/Webinars/Live Courses', 'Self-Study Courses' (highlighted with a red arrow), 'Conferences', and 'Re-takes'. A 'Back' button is located in the bottom left corner.

## Instructions to Meeting VFC Education Requirements

This opens a new window and will open the Self-Study Courses for which you are registered. Then click “Click Here”.

Scheduled Self-Study Courses					
Self-Study Courses					
Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel
<a href="#">Keys to Storing and Handling Your Vaccine Supply (Web on Demand)</a>	0.1 CEU (for other professionals)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: Principles of Vaccination-2017 - June 14, 2017 (Web on Demand)</a>	1.0 CME (attendance for non-physicians)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: Principles of Vaccination-2017 - June 14, 2017 (Web on Demand)</a>	0 Audit	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: DTaP/Tdap-2017 - August 2, 2017 (Web on Demand)</a>	0.1 CEU (for other professionals)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)</a>	0.1 CEU (for other professionals)	<a href="#">Click here</a>	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">Immunization: You Call the Shots-Module Sixteen: Vaccines for Children Program - 2018 (Web-based)</a>	0.1 CEU (for other professionals)	<a href="#">Click here</a>	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>

## Instructions to Meeting VFC Education Requirements

You will be redirected to the **CDC>You Call The Shots** education and training home page

Select the course(s) for which you are registered. If you select a course for which you have NOT registered, you will NOT be able to take the post-test nor get the certificate.

### Now Available

- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) Mar 2016
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2015
- [Hepatitis A](#) May 2017
- [Hepatitis B](#) Mar 2016
- [Human Papillomavirus](#) (updated to reflect October 2016 ACIP vote) Feb 2017
- [Influenza](#) (updated to reflect 2017-2018 recommendations) Sep 2017
- [Meningococcal](#) Feb 2016
- [MMR](#) Jan 2015
- [Pneumococcal](#) Feb 2016
- [Polio](#) Oct 2015
- [Rotavirus](#) Apr 2016
- [Tetanus, Diphtheria, and Pertussis \(Tdap\)](#) Mar 2016
- [Understanding the Basics: General Recommendations on Immunization](#) Feb 2015
- [Vaccines For Children \(VFC\) Jan 2018](#)
- [Vaccine Storage and Handling Jan 2018](#)
- [Varicella](#) Sep 2016

## Instructions to Meeting VFC Education Requirements

Double check the heading on the next window to make sure you have selected correctly. For this example, we are registered for Module Ten.

**WB2897: IMMUNIZATION: YOU CALL THE SHOTS-MODULE TEN-STORAGE AND HANDLING—2018**

**PROGRAM DESCRIPTION:**

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented

Scroll to the bottom of the page and select “Continue”.

**To receive continuing education (CE):**

Complete the activity

Complete the Evaluation at [www.cdc.gov/TCEOnline](http://www.cdc.gov/TCEOnline)

Pass the posttest at **80%** at [www.cdc.gov/TCEOnline](http://www.cdc.gov/TCEOnline)

**FEES:** No fees are charged for CDC’s CE activities.

[Continue](#)



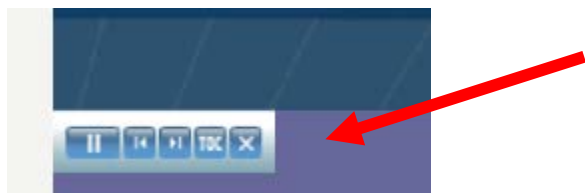


## Instructions to Meeting VFC Education Requirements

You Call The Shots Modules have a new look for 2018. You will be directed to a slide show.



Navigation keys are at the top and bottom right of each screen.

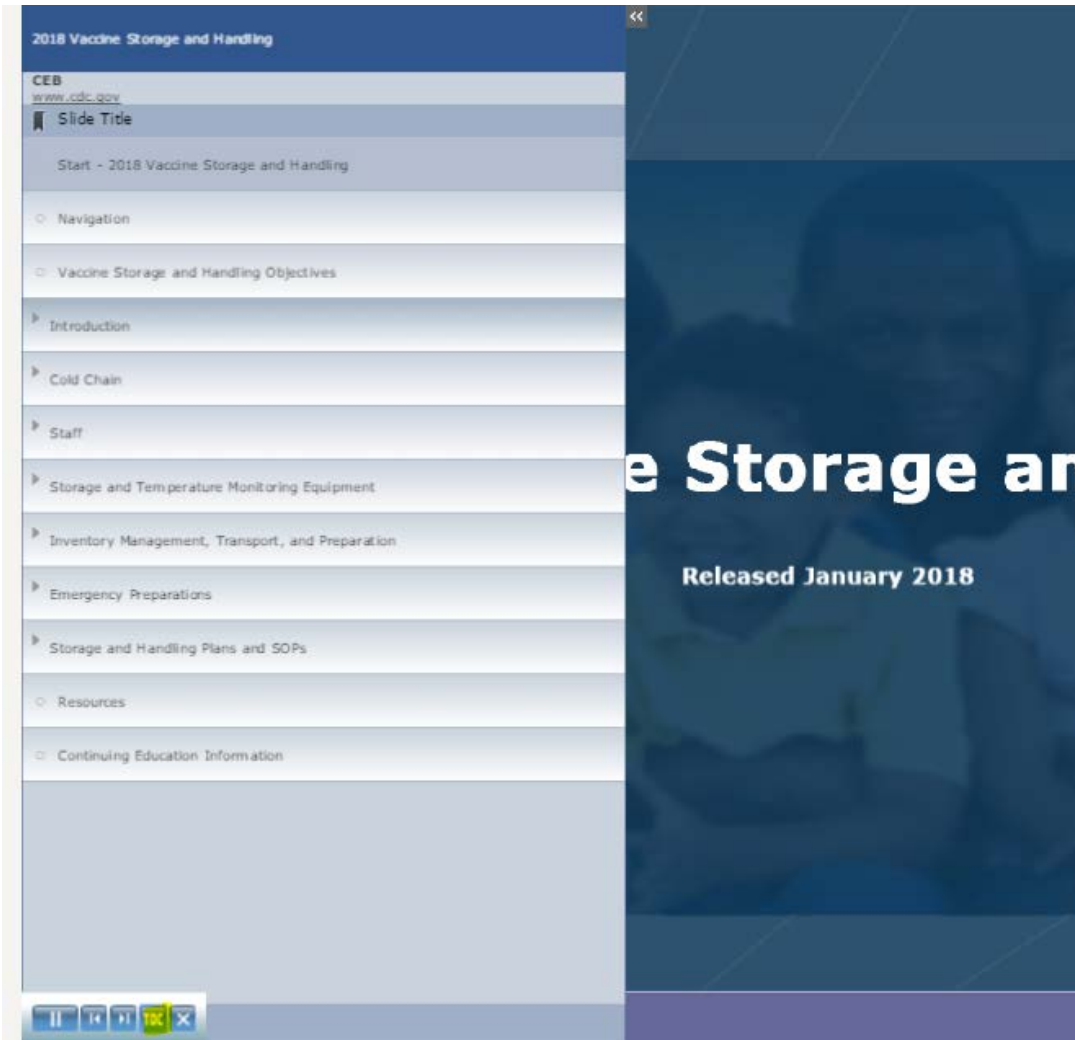


Navigation keys:

- Autoplay (each slide is timed and will advance automatically)
- Go back 1 slide
- Advance 1 slide
- Table of Contents
- Quit module (closes the screen)

## Instructions to Meeting VFC Education Requirements

The Table of Contents looks like this and allows you to go to a specific section of the training.



Click either of these navigator buttons to close the Table of Contents:



## Instructions to Meeting VFC Education Requirements

There are periodic knowledge checks throughout the module. The quizzes in the modules are for practice and are not the questions calculated as part of the post-test for which 80% is needed to earn CEUs.



**Knowledge Check**

Select the correct answer.

The only staff member who must be familiar with the emergency storage and handling plan and SOPs is the person in charge of vaccine storage and handling.

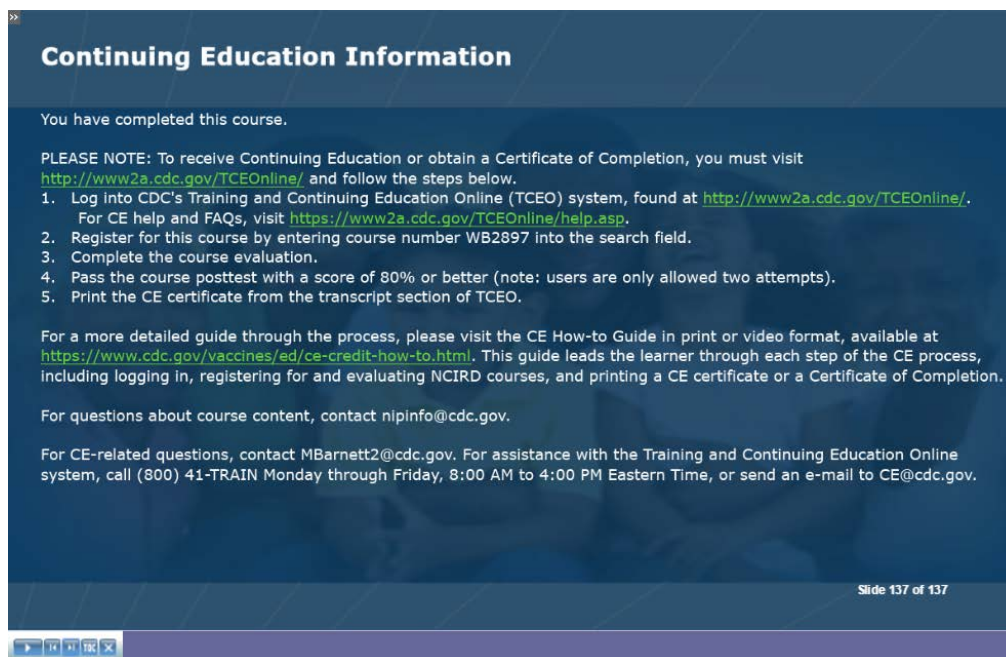
True

False

**SUBMIT**

Question 23 of 23

The last page of the module has a links to the **post-test** portal and repeats the Course Number.



**Continuing Education Information**

You have completed this course.

PLEASE NOTE: To receive Continuing Education or obtain a Certificate of Completion, you must visit <http://www2a.cdc.gov/TCEOnline/> and follow the steps below.

1. Log into CDC's Training and Continuing Education Online (TCEO) system, found at <http://www2a.cdc.gov/TCEOnline/>. For CE help and FAQs, visit <https://www2a.cdc.gov/TCEOnline/help.asp>.
2. Register for this course by entering course number WB2897 into the search field.
3. Complete the course evaluation.
4. Pass the course posttest with a score of 80% or better (note: users are only allowed two attempts).
5. Print the CE certificate from the transcript section of TCEO.

For a more detailed guide through the process, please visit the CE How-to Guide in print or video format, available at <https://www.cdc.gov/vaccines/ed/ce-credit-how-to.html>. This guide leads the learner through each step of the CE process, including logging in, registering for and evaluating NCIRD courses, and printing a CE certificate or a Certificate of Completion.

For questions about course content, contact [nipinfo@cdc.gov](mailto:nipinfo@cdc.gov).

For CE-related questions, contact [MBarnett2@cdc.gov](mailto:MBarnett2@cdc.gov). For assistance with the Training and Continuing Education Online system, call (800) 41-TRAIN Monday through Friday, 8:00 AM to 4:00 PM Eastern Time, or send an e-mail to [CE@cdc.gov](mailto:CE@cdc.gov).

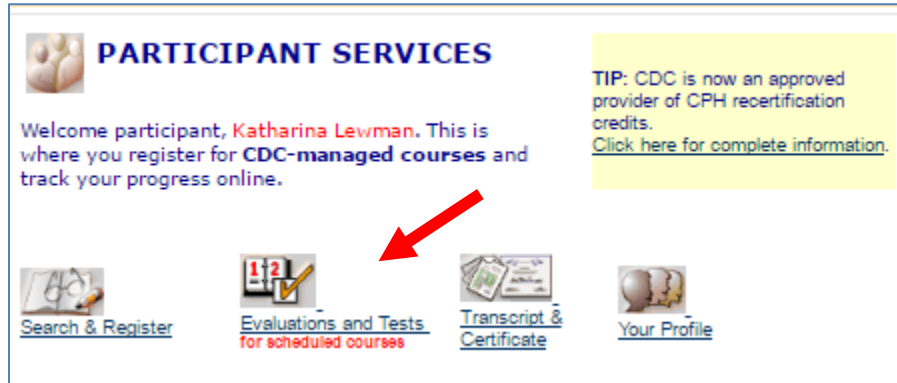
Slide 137 of 137

# Instructions to Meeting VFC Education Requirements

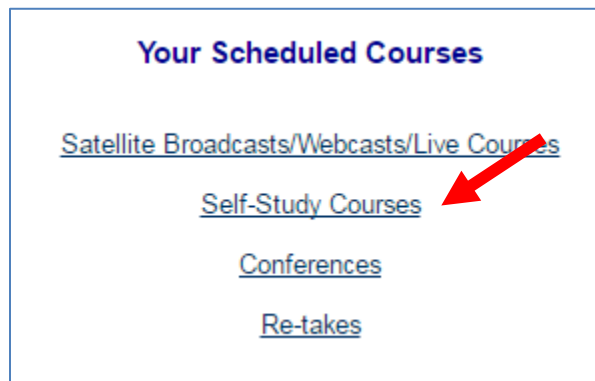
## Evaluation and Post-test

Go to the Participant Services Page and select Evaluations and Tests:

<https://www2a.cdc.gov/TCEOnline/info.asp>



Select Self-Study Courses



## Instructions to Meeting VFC Education Requirements

Select the Post-test Link for the completed course.

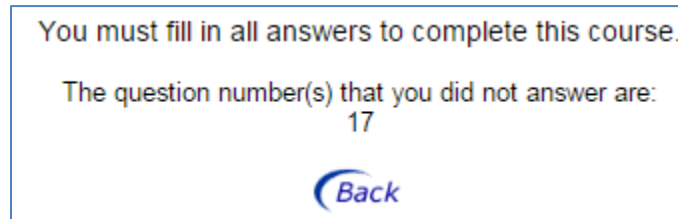
<b>Scheduled Self-Study Courses</b>					
<b>Self-Study Courses</b>					
<b>Title</b>	<b>Credits</b>	<b>Course Link</b>	<b>Pretest</b>	<b>Evaluation/Posttest</b>	<b>To Cancel</b>
<a href="#">Keys to Storing and Handling Your Vaccine Supply (Web on Demand)</a>	0.1 CEU (for other professionals)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: Principles of Vaccination-2017 - June 14, 2017 (Web on Demand)</a>	1.0 CME (attendance for non-physicians)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: Principles of Vaccination-2017 - June 14, 2017 (Web on Demand)</a>	0 Audit	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">EpiVac Pink Book Netconference Series: DTaP/Tdap-2017 - August 2, 2017 (Web on Demand)</a>	0.1 CEU (for other professionals)	N/A	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)</a>	0.1 CEU (for other professionals)	<a href="#">Click here</a>	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>
<a href="#">Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2018 (Web-based)</a>	0.1 CEU (for other professionals)	<a href="#">Click here</a>	N/A	<a href="#">Take Evaluation/Posttest</a>	<a href="#">To Cancel</a>

Course evaluations are approximately 40 questions and all questions must be answered (including comment boxes) before you can proceed to the post-test.

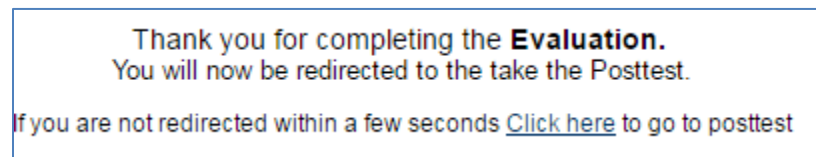
<b>Evaluation</b>
<b>WB2897 - Evaluation - Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)</b>

## Instructions to Meeting VFC Education Requirements

If you inadvertently leave a question blank, you will get a message similar to the one shown below:



After submitting the course evaluation, follow the link to the Post-test:

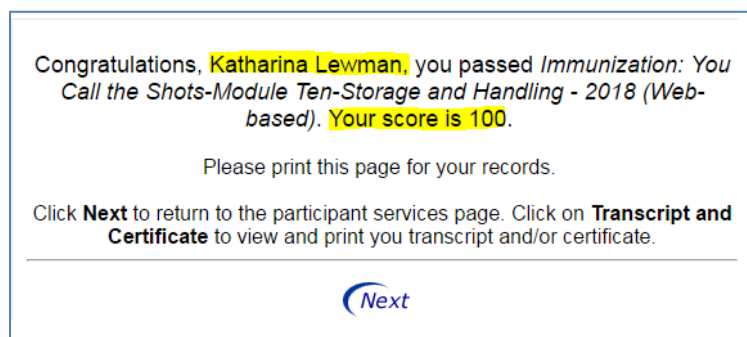


The Post-test which is approximately 10 multiple choice questions.



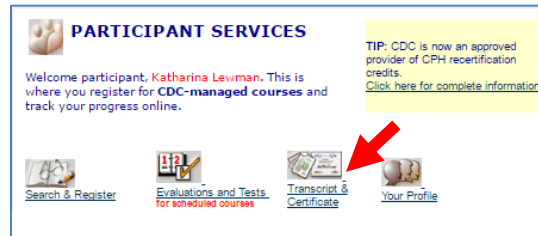
For purposes of proof of taking courses to meet VFC education requirements, ISDH will accept certificates or transcripts. These documents have 1) name of the test taker, 2) names of modules taken and 3) “completed” status. Keep the original transcript or certificate with your VFC records. ISDH will accept these documents by email or by fax. Screen shots of “Congratulations” page or certificates are acceptable as well as printouts.

1) Print “Congratulations” page at the end of the post-test or



## Instructions to Meeting VFC Education Requirements

2) Print a transcript or individual certificates. Go to the Participant Services page and select **Transcript & Certificate**.



**PARTICIPANT SERVICES**

Welcome participant, **Katharina Lewman**. This is where you register for **CDC-managed courses** and track your progress online.

TIP: CDC is now an approved provider of CPH recertification credits. [Click here for complete information.](#)

[Search & Register](#) [Evaluations and Tests for scheduled courses](#) [Transcript & Certificate](#) [Your Profile](#)

There are links to print entire transcripts as well as individual certificates.



**Transcript - Passed Courses**

1/5/2018 to 1/23/2018

Today's Date: 1/23/2018 8:00:08 AM  
Participant Name: Katharina Lewman

For a printable version of the transcript [Without Scores](#) [With Scores](#)

To limit transcript by a date range [Without Scores](#) [With Scores](#)

To order the transcript by [date](#) or [title](#) click on the column heading.

**Courses**

<u>Title</u>	<u>Credit</u>	<u>Completion Date</u>	<u>Status</u>	<u>Certificate</u>	<u>Score</u>
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)	.1 CEU (for other professionals)	1/23/2018	Completed	<a href="#">Certificate</a>	100

Be sure to log ALL immunizations trainings in the Vaccine Management Plan *and* keep a copy of your transcripts and/or certificates.