Accessing the Center for Disease Control and Prevention Training Modules

NYC DOHMH Vaccines For Children Program: Annual Training Requirement

*The Physician In-Charge, Vaccine Coordinator, & Backup Vaccine Coordinator **Must** Complete This Training Annually.*

A. Steps to Taking The Course

1. Go to the first course link below (#1a) and then follow #2-4 and then go to the second course link (#1b) and follow # 2-4.
   a. **You Call the Shots: Vaccine Storage and Handling- 2023 (Course #WB4626)**
      Can be found here: https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp
   b. **You Call the Shots: Vaccines for Children (VFC)-2023 (Course #WB4627)**
      Can be found here: https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp

2. Click '**Continue**' to proceed for **Course WB4626**

   Click '**Continue**' to proceed for **Course WB4627**

3. Take the course (*if you have to stop and come back note where you left off and forward to that section when you come back*)

4. Repeat steps 1-3 for second course (link #1b)

5. Once you are done with both courses, proceed to section **B**. If you have already set up a CDC training account, proceed to section **C**.

B. Setting Up an Account *Please note that the Physician In-Charge, Vaccine Coordinator & Vaccine Coordinator Backup will all have to create their own individual accounts*

1. Go to: https://tceols.cdc.gov/

   Please note that this webpage has been updated as of January 2018. If you are a RETURNING participant, sign-in by entering your email and password. You will need to verify your account information and update your password in order to access the new system. Please follow all instructions on the Training and Continuing Education Online (TCEO) webpage.

2. Click on the '**Create Account**' link if you are **NEW** to CDC's webpage.

3. Enter your email and create your password (*make sure to write this down; you will need to know your Username if you ever forget your password*).

   Please note that your password must be 8 characters long and contain an uppercase letter (A-Z), a number character (0-9), and a special character (\ / ` ' " : ; , . | _) (} { > < ~ + = ? ! & $ % ^ * -) (e.g., Mike1234#)

4. Complete the **Your profile** section and click the '**Create Account**' button on the bottom of the page

5. A verification email titled **New TCEO Account Verification** will then be sent to the email you provided while completing **Your Profile.** It may take up to 10 minutes for the verification email to arrive.

6. Go to your email and locate the email from TCEOnoreply@cdc.gov. This email will contain your user name (which is your email) and you must click on the link and enter the password you created to verify your account information (*If you do not see it in your inbox after 10 minutes, check your spam folder.*)

7. Once you have successfully created your new account, write down your username Name and Permanent Password for your records.

8. Enter your Login Name and password to '**Sign-in**'. You will need to answer 2 security questions each time you sign in to the TCEO System (make sure to save this information also).

9. To register for the course, go to **step #3** in section **C**.

C. Registering for the Course

1. Go to: https://tceols.cdc.gov/ and log into your TCEO account

2. Enter your email or username and password and click on the '**Sign in**' button to login

3. Click on the '**Search Courses**' icon on the left side of the page

4. Type the course # (WB4626/WB4627) as indicated in the blank white box

5. Click (*only one time*) on the '**Search**' button

6. Click on the course titled: '**Immunization: You Call the Shots Module......**', read the course description and then click **'Continue'**

7. Scroll to the bottom of the page and click the CE credit option that applies to you and click '**Save and Continue**':
   - 1.250 CME (for physicians)/(attendance for non-physicians)
   - 1.100 CNE (for nurses)
   - 0.100 CEU (for other professionals)
   - 2.000 CPH (for public health professionals)
   - 1.000 CHES (for certified health education specialists)
   - 0.113 CPE (for pharmacists)

8. In the **My Activities** page, under **Pending CE**, your registered courses will be displayed
   - Immunization: You Call the Shots Module Ten: Vaccine Storage and Handling – 2023 (web-based) (WB4626) **OR**
   - Immunization: You Call the Shots Module Sixteen: Vaccines For Children (VFC) – 2023 (web-based) (WB4627)

D. Taking the Evaluation & Posttest for Each Course

1. Go to https://tceols.cdc.gov/ and login to your TCEO account.

2. Select the **'My Activities'** icon.

3. Click on **'Evaluation'** link. Please note that the evaluation must be completed before taking the Posttest.

4. Complete the **Evaluation** and click on the **Submit Evaluation** button at the bottom of the page.

5. You will then be redirected to the **My Activities** page. A green check (✔) mark will appear next to Evaluation indicating that it is complete.

6. Click on the '**Posttest**' Link. Make sure to note which course you selected. A minimum passing score of 80% is required. Click on **'Submit'** to complete the posttest.

7. The next page will congratulate you on passing the test, give you a score and your certificate will be generated.

8. Repeat steps 1-7 for the second course.

9. TCEO allows 2 attempts to take the posttest. The 2nd attempt must be completed within 30 days of the first trial. **If you fail both attempts, you will not be able to take it a 3rd time and you will not earn a continuing education credit or certificate.**

E. Retrieving Your Certificate

1. You can retrieve your certificate immediately by clicking on the link **'Congratulations! You've passed. Click here to download your certificate'** at the top of the page directly after completing the posttest **OR** to retrieve your certificate at a later date.

2. Go to https://tceols.cdc.gov/ and login to your TCEO account.

3. Click on the '**Transcripts & Certificates'** icon.

4. Use any of the search fields (i.e. keyword, requested dates, or a specific date range) displayed to locate your completed courses and certificates. Click on the **'View'** button to display **Transcript** results.

5. A table will appear with your completed courses.
   a. Immunization: You Call the Shots Module Ten: Vaccine Storage and Handling – 2023 (web-based) (WB4626) **OR**
   b. Immunization: You Call the Shots Module Sixteen: Vaccines for Children (VFC) – 2023 (web-based) (WB4627)

6. Locate the appropriate course and click on the '**Download Certificate**' link found in the seventh column titled **Certificate.**

7. Your certificate will load as a **PDF** document in **Adobe Acrobat.**

8. **Make sure to print AND save an electronic copy of each of your certificates for at least 3 years.** For instructions on how to do so refer to **#8** and **#9.**

9. **To print:**
   a. Click the **"File"** tab in **Adobe Acrobat**. Select **"Print"**. A print box should come up **OR**
   b. Press down on the '**Ctrl**' and '**P**' buttons on your keyboard at the same time. A print box should come up

10. **To save:**
    a. Click the **"File"** tab in **Adobe Acrobat**.
    b. Select **"Save As"**. A dialogue box should come up on the screen.
    c. Choose **Desktop** on the left side of the box or choose any other location (i.e. folder) to save the file.
    d. Go to '**File Name**' at the bottom of the box and rename your file (it probably says CEUcertificate.pdf).
    e. You can name it *YourName_Storage* for the first one and *YourName_VFC* for the second one.
    f. Make sure the "**Save as type**" field found underneath '**File Name**' says '**Adobe PDF Files**'.
    g. Click the '**Save**' button at the bottom right corner of the box.
    h. Repeat steps a-h for the second certificate.

F. Uploading Your Certificates to the Re-Enrollment Form in CIR

1. Go to https://immunize.nyc/provider-client/servlet/PC

2. Log into your account

3. Click on the '**VIM/COVID**' bubble found on the top right of the screen.

4. Click on the '**2023' VFC Re-enrollment Form**' link found on the top far right of the screen.

5. Scroll down to the second to last section titled '**Training Requirement**'.

6. Locate your title (Physician-in-Charge, Vaccine Coordinator **OR** Back-up Vaccine Coordinator).

7. Click on the first '**Browse/Choose File**' button underneath your title.

8. A box should appear. Select '**Desktop**' on the left side and locate your first document (i.e., *YourName_Storage*) on the right side. Once you see it click on it twice. The box should have disappeared, and your file name should be on the right side of the first '**Browse/Choose File**' button.

9. Click on the second 'Browse/Choose File' button underneath your title.

10. A box should appear. Select '**Desktop**' on the left side and locate your first document (i.e., *YourName_VFC*) on the right side. Once you see it click on it twice. The box should have disappeared, and your file name should be on the right side of the second '**Browse/Choose File**' button.

    Please note that each file uploaded must have a unique name. If any of the files have the same name, you will not be able to proceed.

11. Go to the bottom of the form and click the 'Save' button. Once the page reloads and takes you back to the top, scroll down to the "**Training Requirement**" Section. Your file names should now be on the right side of '**File**:'

12. Once you have completed all sections of your **2023 Re-Enrollment Form**, you can submit it to us by clicking the '**Continue**' button at the bottom of the page and then the '**Confirm**' button on the next page. If the next page does not load, it may be because of an error(s). This error(s) should appear at the top of the form in red. Fix the error(s) & proceed to submit again. Upon successful submission, you will receive a confirmation email.