

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

If you already have a CDC TRAIN account, proceed to section B below.

1. Go to: <https://www.train.org/main/welcome>

**Please note that this webpage has been updated as of January 2024. CDC Training and Continuing Education Online (TCEO) has been replaced by CDC TRAIN. All training courses and course certificates are now housed in the CDC TRAIN website. From January 2024 and onward all courses and certificates will be found in CDC TRAIN.**

2. Click on the 'Create An Account' link if you are **NEW** to CDC TRAIN'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. Fill in the required information and click the 'Create Account' button on the bottom of the page.
5. Click your name in the upper right corner and click "Your Profile" to fill in all your required information.
6. A verification email 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.
7. Go to your email and locate the email from [do-not-reply@train.org](mailto:do-not-reply@train.org). You must click on the link and to verify your account information and receive email notifications about your courses and certificated from CDC TRAIN.
8. Once you have successfully created your new account, write down your username Name and Permanent Password for your records.
9. Enter your Login Name and password to 'Sign-in'. You may need to answer security questions each time you sign-in to the TRAIN System (make sure to save this information also).
10. To register for the course, go to **step #3** in section B.

### B. Registering for the Course and accessing the post-test

1. Go to: <https://www.train.org/main/welcome> and log into your CDC TRAIN account.
2. Enter your email or username and password and click on the 'Sign in' button to login.
3. Click on 'Course Catalog' on the left side of the page.
4. Type the course # (WB5004 or WB5005) as indicated in the blank search box.
5. Click (*only one time*) on the 'Search' button.
6. Click on the course title, read the course description and then click 'Register' in the top right corner.
7. You may select the CE credit option that applies to you and click 'Select':
  - 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. Click 'Launch' in the upper right corner to launch the course and then 'Continue' at the bottom of the page. Follow the prompts to complete the course.
9. Once Complete close the course module, then select 'Mark Complete' in the upper right corner to take the post-test. **You must take the post-test and complete the assessment afterward to receive your certificate.** The certificate will be available upon successful completion in the upper right corner.

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### C. Retrieving Your Certificate

1. You can retrieve your certificate immediately by clicking on the link '**Certificate**' at the top of the page directly after completing the posttest **OR** to retrieve your certificate later:
2. Go to <https://www.train.org/main/welcome> and login to your CDC TRAIN account.
3. Click on '**Your Learning**' at the top of the page.
4. Click on '**Your Certificates**' just below '**Your Learning**' to show all the certificates you have earned.
5. A table will appear with your completed courses.
  - a. Immunization: You Call the Shots Module Ten: Vaccine Storage and Handling – 2026 (web-based) (WB5004) **AND/OR**
  - b. Immunization: You Call the Shots Module Sixteen: Vaccines for Children (VFC) – 2026 (web-based) (WB5005)
6. Locate the appropriate course and click on the '**Download**' button found to the left of the course name in the table.
7. Your certificate will load as a **PDF** document in **Adobe Acrobat**. **Make sure to print AND save an electronic copy of each of your certificates for at least 3 years.**
8. **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.
9. **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 **Name\_Storage** for the first one and **Name\_VFC** for the second one.
  - f. Make sure the "**Save as type**" field found underneath '**File Name**' says '**Adobe PDFFiles**'.
  - g. Click the '**Save**' button at the bottom right corner of the box.
  - h. Repeat steps a-h for the second certificate.

### D. Uploading Your Certificates to the 2025 VFC Re-Enrollment Form in CIR Facility Manager (FACMAN)

**The VFC re-enrollment form is best filled out by one person per facility. Send all certificates to one designated individual who will complete the VFC re-enrollment and upload the certificates using the steps below.**

1. Go to the [CIR Facility Manager \(FACMAN\)](#).
2. Log into your account.
3. Select your facility. If you have multiple facilities, you will see more than one facility listed on the screen.
4. Ensure that the **Contacts** and **Providers** tabs for your facility are up to date. Staff no longer at the facility, and/or duplicate records should be removed. All new staff not currently listed must be added. If this is not completed your VFC re-enrollment may be delayed.
5. Click on the '**Program Enrollments**' tab on the top right, then the '**Vaccines for Children (VFC) 2025 Re-enrollment**' tab below.
6. Complete all other sections of the VFC re-enrollment form (i.e., Physician-in-charge, Vaccine contacts) before uploading the training certificates. Inaccuracies in the other parts of the form will cause errors and delay your re-enrollment.

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7. When the other sections are complete scroll down to the '**Upload CDC Training Certificates**' section.
8. Click on the '**Upload**' button next to the corresponding course underneath the certificate holder's title.
9. A box should appear. Select '**Desktop**' on the left side and locate your first document (i.e., **Name\_Storage**) on the right side. Once you see it click on it twice. The file name will show on the screen to the left of a '**Download**' and '**Delete**' button.
10. Repeat step 7 and 8 for each certificate under the sections for the Physician-in-charge, Vaccine Coordinator, and Backup Vaccine Coordinator.

**Each person must have their own certificate for each required training. All files uploaded must have a unique name. If any of the files have the same name, you will not be able to proceed.**

11. Once you have completed all sections of your **2025 Re-Enrollment Form**, you can submit it by clicking the '**I Agree**' checkbox at the bottom left of the page and then the '**Submit**' button on the bottom right. You will receive communication regarding your facility's re-enrollment status via email.
12. If you have more than one VFC-enrolled facility, return to the [FACMAN](#) home screen and repeat steps 3-11 for each facility.