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 & Vaccine Coordinator Backup will all have to create their own individual accounts*

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 CDC Training and Continuing Education Online (TCEO) has been replaced by CDC TRAIN.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. Certificates from TCEO earned in 2023 are still available at https://tceols.cdc.gov/. 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 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 **C**.

C. 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 # (WB4723/WB4724) 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.

E. 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 at a later date:

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 Ceritificates'** 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 – 2024 (web-based) (WB4723) **AND/OR**
    b. Immunization: You Call the Shots Module Sixteen: Vaccines for Children (VFC) – 2024 (web-based) (WB4724)

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 *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 '**2024' 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.