



Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
286 Water Street  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 287-8016; Fax: (207) 287-9058  
TTY Users: Dial 711 (Maine Relay)

Maine Immunization Program  
Tel. (207) 287-3746  
Fax (207) 287-8127

To: Maine Immunization Providers

From: Maine Immunization Program

Subject: **2015** VFC Provider Educational Requirement

Date: February 26, 2015

The Maine Immunization Program has updated the vaccine management educational requirement for all Vaccines for Children (VFC) enrolled providers, effective January 1, 2015. MIP requires that employees of VFC-enrolled provider sites be trained in best practices for vaccine storage and handling upon hire and on an annual basis thereafter. The primary and secondary vaccine coordinators are required to complete the educational requirement; however, the Maine Immunization Program (MIP) strongly encourages all staff involved with vaccine storage and handling to participate as well.

CDC has developed two on-line modules (both modules together count as one educational requirement) available at:  
<http://www.cdc.gov/vaccines/ed/>

- **VFC Requirements** You Call the Shots
- **Storage and Handling** You Call the Shots

In order to fulfill your initial VFC provider educational requirement, you must do the following:

- All **new primary and secondary vaccine coordinators** must complete both You Call the Shots modules
- Print the certificates of completion (2 for each person)
- Fax a copy of all completed certificates to MIP at (207)287-8127 or 1-800-437-5743 ensuring that all documents sent includes a facility Name and PIN for identification purposes
- Keep a copy on file (records must be kept for a minimum of 3 years)
- Certificates of completion are due to MIP no later than 90 days after assuming coordinator responsibilities.

For continuing education, the requirement may be met through any of the following:

- Attendance at an MIP Regional Training in 2015
- Completion of a VFC Compliance Site Visit and any necessary follow up in 2015
- Completion of the 2015 CDC **Storage and Handling** You Call the Shots module with documentation sent to MIP

Please be aware that this educational training is required on an annual basis and/or when new employees are hired. Please notify MIP within 7 days if your facility has a change in a vaccine coordinator position. In addition, MIP will no longer be supplying vaccine to new facilities prior to the completion of the above educational requirement.

If you have any questions, please contact Jessica Demers at 207-287-3746 or email [Jessica.Demers@Maine.gov](mailto:Jessica.Demers@Maine.gov).

Thank you for your dedication to keep the citizens of Maine free from vaccine-preventable diseases.