

Adult Vaccine Program: waadultvaccines@doh.wa.gov Childhood Vaccine Program: wachildhoodvaccines@doh.wa.gov | (360) 236-2829

Vaccine Coordinator Training Instructions

This is a nine-module, web-based, immunization training course that presents program-specific immunization content in a step-by-step, self-study format. The Vaccine Coordinator Training is a required annual training for all primary and backup vaccine coordinators participating in the Childhood and Adult Vaccine Programs to ensure the administration of safe and effective vaccines.

3.0 continuing education credits are available for nurses, medical assistants, and pharmacists/pharmacy techs upon completion of this nine-module training. For continuing education credits, please also complete Module 10.

Click the links below to jump to the appropriate section:

1. If you don't have a TRAIN.org account, [click here](#).
Otherwise, move to Step 2 below.
2. [Register for Courses and Access the Training Modules:](#)

[Module 1 – Intro to the Childhood and Adult Vaccine Programs \(23:30\)](#)

[Module 2 – Storage & Handling Best Practices \(27:52\)](#)

[Module 3 – Temperature Monitoring \(22:10\)](#)

[Module 4 – Ordering & Receiving Vaccines \(14:24\)](#)

[Module 5 – Inventory \(8:23\)](#)

[Module 6 – Vaccine Returns \(24:33\)](#)

[Module 7 – Vaccine Transfers \(21:56\)](#)

[Module 8 – Eligibility Screening, Documentation & Billing \(29:56\)](#)

[Module 9 – Off-Site and Mobile Vaccination Clinics \(22:45\)](#)

3. [For Continuing Education Credits Only \(optional\):](#)

Available for nurses, medical assistants, and pharmacists/pharmacy techs*

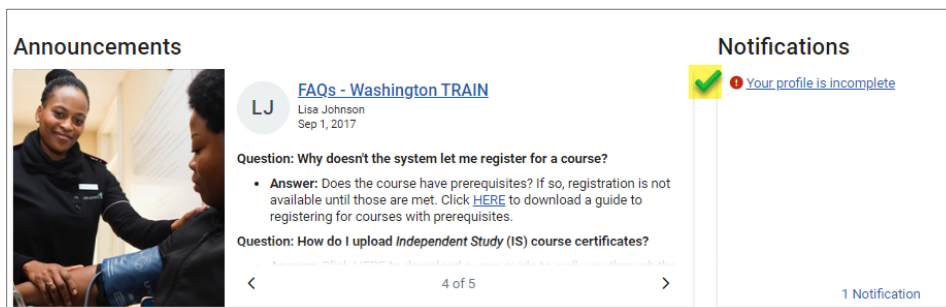
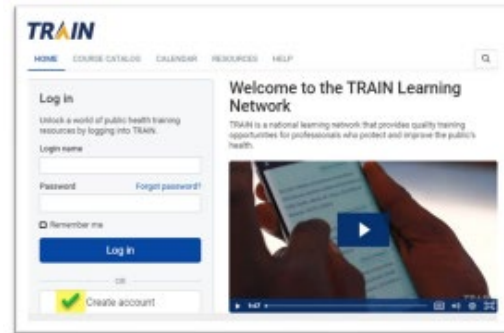
Complete [Module 10 – Evaluation and Final Assessment \(4:38\)](#)


*For Pharmacists and Pharmacist Technicians: Accreditation Council for Pharmacy Education, Universal Activity Number 0130-9999-24-682-H06-P and 0130-9999-24-682-H06-T

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1. Create an Account with TRAIN.org

- Go to [TRAIN.org](https://www.train.org)
- Select **Create an Account**
- You'll get a prompt to the register page--fill out the following information:
 - Login name
 - Password
 - Confirm Password
 - Email Address
 - First Name
 - Last Name
 - Zip Code
- Check the box to agree to all TRAIN policies
- Click on **Create Account**
- The HOME page will open, and a window will pop up informing you that your profile is incomplete





- Please complete your profile to be able to register for the trainings
 - Click on **Your profile is incomplete**
 - Complete all profile sections with the highlighted green checkmark 

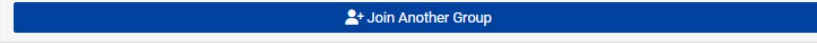
Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	
Address	
Organization	
Professional License Number	
Professional Role	
Work Settings	


Manage Groups

Join By Group Search

Washington  

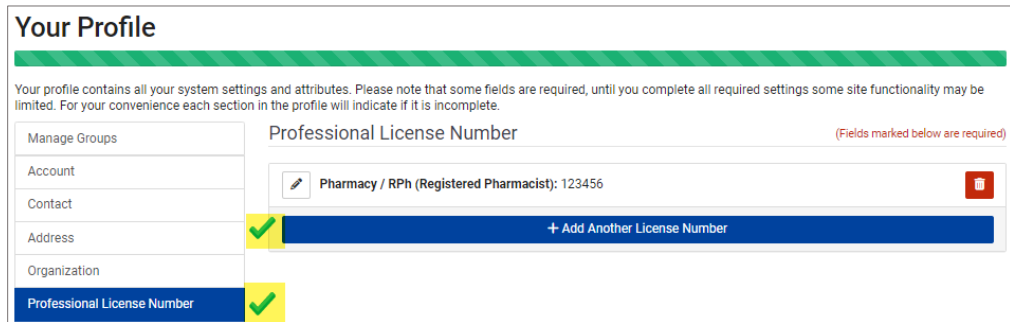


Join By Group Code

Group Code 

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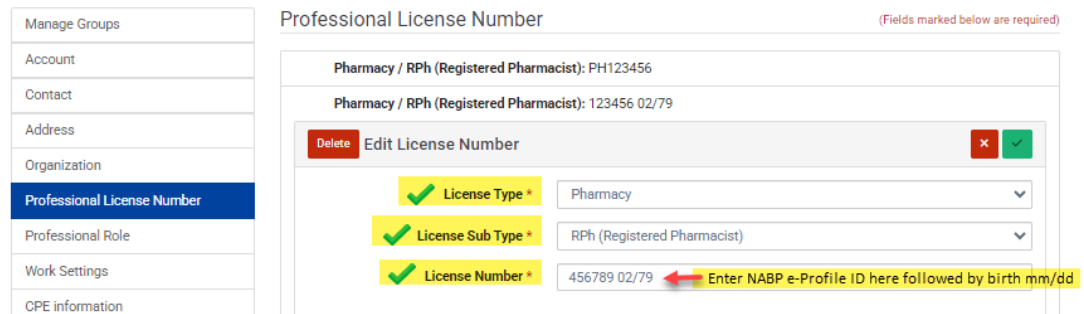
- h. **For Pharmacist/Pharmacy Tech Continuing Education Credits Only-- add a second Professional License Number to document your NABP e-Profile ID followed by your birth month and day (mm/dd) in the same field:**
- Select Professional License Number from the left-hand menu



- Click on **+ Add Another License Number**
 - Select License Type
 - Select License Sub Type
 - Enter NABP e-Profile ID plus month and date of birth (mm/dd) in the License Number field

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.



- i. When profile is complete, click the green **Save** button at the top of the screen.
- j. You are now ready to [register for your courses!](#)

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2. Register For Courses and Access the Training Modules

- a. If you already have a TRAIN.org account, you can login and click on the course you want to take from the list below

- b. Select the training module you want to complete from the list:

[Module 1 – Intro to the Childhood & Adult Vaccine Program \(23:30\)](#)

[Module 2 – Storage & Handling Best Practices \(27:52\)](#)

[Module 3 – Temperature Monitoring \(22:10\)](#)

[Module 4 – Ordering & Receiving Vaccines \(14:24\)](#)

[Module 5 – Inventory \(8:23\)](#)

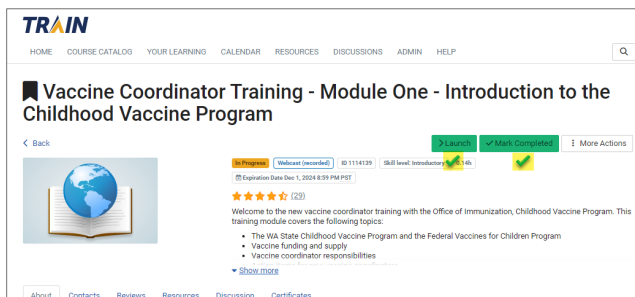
[Module 6 – Vaccine Returns \(24:33\)](#)

[Module 7 – Vaccine Transfers \(21:56\)](#)

[Module 8 – Eligibility Screening, Documentation & Billing \(23:17\)](#)

[Module 9 – Off-Site and Mobile Vaccination Clinics \(22:45\)](#)

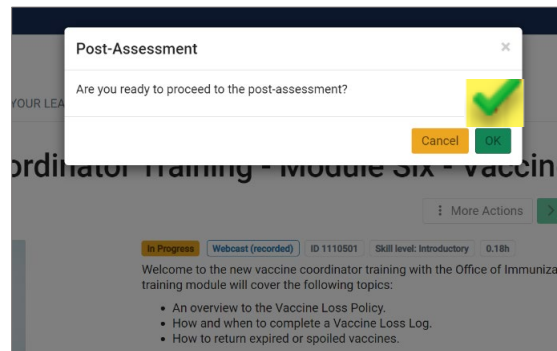
- c. The example below is for **Module One-Introduction to the Childhood Vaccine Program**:
 - You should begin by clicking on Module One above when completing the whole series OR
 - Navigate to the specific module you have been asked to complete (i.e., Module Six for Returns training)
- d. In the Course page, click on **Launch**



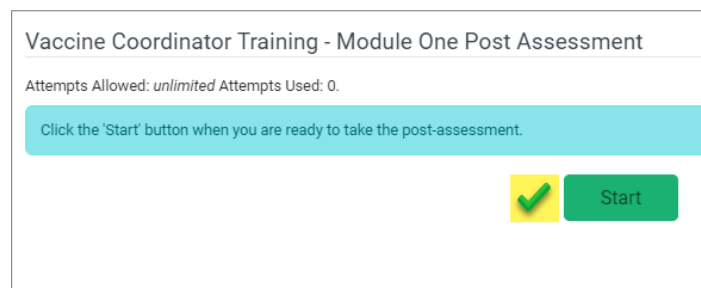
- e. Provide your six-digit PIN and click **Next** and then **Register**
- f. The training video (YouTube) will launch on a separate page
- g. When you are done watching the video go back to the TRAIN.ORG page, then click on **Mark Completed**

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- h. A **Post-Assessment** window will pop up, if ready to take the test, then click **OK**



- i. In the next window, Vaccine Coordinator Training – Module One Post Assessment page, click **Start**

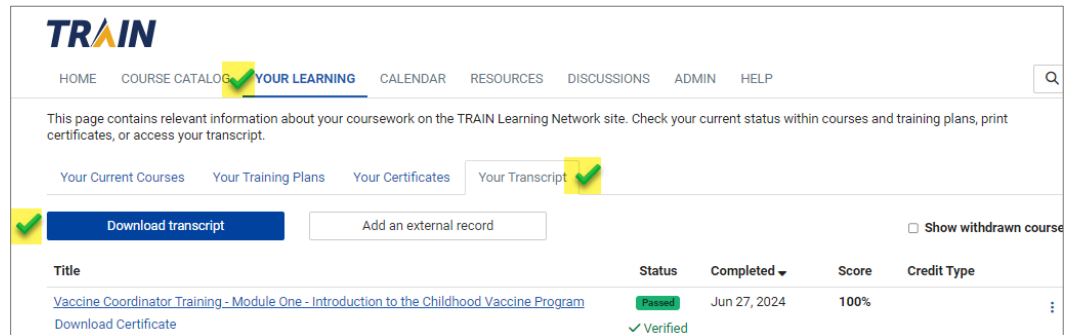


- j. If you received a passing score of 60% the course will show as **Passed**. Failed courses may be retaken until passed
- k. Once you have passed the test, click **Close** at top right
- l. You may choose to download and save a PDF copy of your certificate(s) for your records, but this is not required unless you have been assigned an individual module for follow-up training



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- m. When you have completed all the required modules, please print a course transcript and put it in your Childhood Vaccine Program binder (in lieu of individual module certificates). This is what will be checked during your site visit.
- Select the **YOUR LEARNING** tab at the top of the page
 - Click on **Your Transcript**
 - Your completed courses will be listed
 - Click on the **Download Transcript** button
 - Please print the transcript and put it in your Childhood Vaccine Program binder



TRAIN

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS ADMIN HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates **Your Transcript**

Download transcript Add an external record ☐ Show withdrawn course

Title	Status	Completed	Score	Credit Type
Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program	Passed	Jun 27, 2024	100%	

Download Certificate ✓ Verified

- n. If you would like to access a PDF version of the training slides after completion, click on the **Resources** tab and select the module for download



Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program

[< Back](#) [History](#) [Launch](#) [Certificate](#)

Passed ✓ **Verified** [Webcast \(recorded\)](#) ID 1114139 Skill level: Introductory 0.14h

Expiration Date Dec 1, 2024 8:59 PM PST

★★★★★ (32)

Welcome to the new vaccine coordinator training with the Office of Immunization, Childhood Vaccine Program. This training module covers the following topics:

- The WA State Childhood Vaccine Program and the Federal Vaccines for Children Program
- Vaccine funding and supply
- Vaccine coordinator responsibilities

[Show more](#)

About Contacts Reviews **Resources** Discussion Certificates

Resource	Date Posted
348-922 module 1 introduction to the childhood vaccine program.pdf	8 Jan 2024

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3. Receive Continuing Education Credits (optional)

Available for nurses, medical assistants, and pharmacists/pharmacy techs*

*For Pharmacists and Pharmacist Technicians: Accreditation Council for Pharmacy Education, Universal Activity Number 0130-9999-24-682-H06-P and 0130-9999-24-682-H06-T

- a. **For pharmacists/pharmacy techs:** Make sure you have added a second Professional License Number to your profile that includes your NABP ID and month & day of birth (mm/dd), see instructions on page 3
- b. When you register for [Module 10 – Evaluation and Final Assessment](#), indicate that you are interested in earning credits

Registration
Are you interested in earning credits?
<input checked="" type="radio"/> Interested <input type="radio"/> Not interested

- c. Select the type of credit you would like:

Registration
Select credit
You may be prompted to provide additional information depending on the credit type you select.
<input checked="" type="radio"/> 3 AAMA: Continuing Education Units (CEUs)
<input type="radio"/> 3 ACPE: Continuing Pharmacy Education (CPE)
<input type="radio"/> 3 ANCC: Continuing Nursing Education (CNE)
<input type="radio"/> None

- d. Provide your six-digit PIN and confirm your selection by clicking **Next** and then **Register**
- e. Click the **Launch** button to watch the Module 10 You Tube video

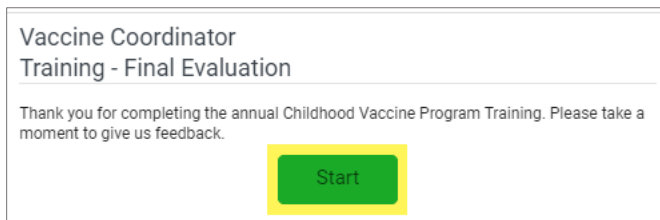
Vaccine Coordinator Training - Module Ten - Final Assessment and Evaluation	
	<div> <input checked="" type="checkbox"/> Launch <input type="button" value="More Actions"/> </div> <div> In Progress Webcast (recorded) ID 1123930 Skill level: Introductory 0.1h </div> <div> Expiration Date Dec 31, 2025 8:59 PM PST </div> <div> ★★★★★ (5) </div> <div> <div>Continuing Education Start Date</div> <div>Nov 6, 2024 9:00 PM PST</div> </div> <div> <div>Continuing Education End Date</div> <div>Dec 31, 2025 8:59 PM PST</div> </div>

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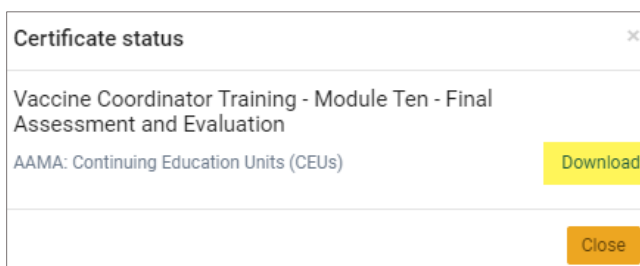
- f. When done watching the video, go back to the TRAIN.ORG page, then click on **Post-Assessment**



- g. A **Post-Assessment** window will pop up, if ready to take the test, then click **Start**
- h. You must have a passing score of 60% for the course to show as **Passed**. If you do not pass on the first try, you may choose to retake the assessment until you pass.
- i. You will be prompted to complete the Final Evaluation by clicking **Start**



- j. Complete the Evaluation and click **Close**
- k. On the TRAIN.org, Module 10 page, click on **Certificate** in the upper right corner. A pop-up will indicate that you have a certificate to download.



- l. Print the certificate for your records