

Accessing You Call The Shots 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 – 2016 (Course #WB2596)**
Can be found here: <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/start.asp>
 - b. **You Call the Shots: Vaccines for Children (VFC)-2016 (Course #WB2597)**
Can be found here: <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/start.asp>
2. Click on the **red** icon that reads '**Click Here to Begin**'
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. Write down the **verification code** given at the end of the course
5. Repeat steps 1-3 for second course (link #1b)
6. Once you are done with both courses and have written down both **verification codes**, as well as which course they go with, proceed to section **B**. If you have already set up an 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: <http://www2a.cdc.gov/TCEOnline/>
2. Click on the '**New Participant**' link
3. Complete the **New Participant Registration Participant Profile** page and click the '**submit**' button on the bottom of the page
4. Choose your Login Name and type it into the box (*make sure to write this down somewhere; you will need to know you Login Name if you ever forget your password*)
5. A temporary password will then be sent to the email you provided while completing your **New Participant Registration Participant Profile**.
6. Go to your email and locate the email with your temporary password. It will come from ce@cdc.gov. This email will also contain your login name. (*If you do not see it in your inbox, check your spam folder.*)
7. Once you have your temporary password go back to: <http://www2a.cdc.gov/TCEOnline/>
8. Click on '**Participant Login**'
9. Enter your Login Name and the temporary password that was sent to your email
10. You will then be taken to a screen asking you to **Create Your Own Permanent Password**
11. Type your own permanent password into the '**permanent password**' and '**confirm password**' boxes. **Please note that your password must be 8 characters long and contain an uppercase character (A-Z), a lowercase character (a-z), and a number character (0-9) (e.g., Mike1234)**
12. Once you have successfully signed up as a new participant, write down your Login Name and Permanent Password for your records.
13. To register for the course click on '**To proceed.... Click Here**' or go to **step #4** in section **C**.

C. Registering For The Course

1. Go to: <http://www2a.cdc.gov/TCEOnline/>
2. Select '**Participant Login**' and login
3. Click on the '**Search & Register**' icon
4. Type the course # (WB2596/WB2597) in the blank white box found in the **2) Keyword Search** column
5. Click (*only one time*) on the '**View**' button right underneath the box found in the **2) Keyword Search** column

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6. Click on the course: 'CE Immunization: You Call the Shots Module.....'
7. Scroll to the bottom of the page and select the CE credit option that applies to you and click 'Submit':
 - 1 CME (for physicians)/(attendance for non-physicians)
 - 1 CNE (for nurses)
 - 1 CEU (for other professionals)
 - 1 CHES (for certified health education specialists)
 - 1 CPE (for pharmacists), OR
 - 0 Audit
8. Fill out demographic information (i.e., education level, work setting, and professional role) and click on the 'Submit' button at the bottom of the page.
9. A page will then come up thanking you for registering for the course, with the following options. Select the one that applies to you.
 - a. **Click Here if you have completed this course...**
If this option applies to you, select this option and continue to **step #6** in section D.
 - b. **Click Here if you have not completed the course**
If this option applies to you, go to **step #1** in section A and click on the course link and take the course. Once you complete the course, write down the **verification code** and go to section D. **TAKING THE EVALUATION & POSTTEST FOR EACH COURSE.**

D. Taking The Evaluation & Posttest For Each Course

1. Go to <http://www2a.cdc.gov/TCEOnline/>
2. Select **Participant Login** and login
3. Click on the 'Evaluations and Tests' icon
4. Click on 'Self-Study Courses'
5. A table will appear with your scheduled self-study courses. Locate your course:
 - a. Immunization: You Call the Shots Module Ten: Storage and Handling – 2016 (web-based) (WB2596) **OR**
 - b. Immunization: You Call the Shots Module Sixteen: Vaccines For Children (VFC) – 2016 (web-based) (WB2597)
6. Click on the 'Take Evaluation & Posttest' Link. Make sure to note which course you selected
7. Enter your **verification code** (*exactly as written*) for the appropriate course and click 'Submit'
8. Complete the **Evaluation** and click on the 'Submit' button at the bottom of the page
9. The next page will redirect you to the **Posttest**. If you are not automatically redirected to the posttest click on the 'Click Here' option. Once you complete the posttest your certificate will be generated.
10. Complete the **Posttest** and click on the 'Submit' button at the bottom of the page
11. The next page will congratulate you on passing the test and give you a score. Click 'Next' to proceed to **step #3** in section E.
12. Repeat steps 1-11 for the second course

E. Retrieving Your Certificate

1. Go to <http://www2a.cdc.gov/TCEOnline/>
2. Select **Participant Login** and login
3. Click on the 'Transcript & Certificate' icon
4. A table will appear with your courses.
 - a. Immunization: You Call the Shots Module Ten: Storage and Handling – 2016 (web-based) (WB2596) **OR**
 - b. Immunization: You Call the Shots Module Sixteen: Vaccines For Children (VFC) – 2016 (web-based) (WB2597)
5. Locate the appropriate course and click on the 'Certificate' link found in the fifth column

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6. Your certificate will load on the next page.
7. **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.
8. Press down on the 'Ctrl' and 'P' buttons on your keyboard at the same time. A print box should come up
9. For Internet Explorer Users:
 - a. Make sure the "General" tab is selected.
 - b. Under "Select Printer", click on 'Adobe PDF' or 'Microsoft XPS Document Writer'
 - c. Click the 'Print' button at the bottom.
 - d. A 'Save As' box should have come up on the screen.
 - e. Click 'Desktop' on the left side of the box
 - f. Go to 'File Name' at the bottom of the box and rename your file (it probably says certificate.pdf). You can name it **YourName_Storage** for the first one and **YourName_VFC** for the second one.
 - g. Make sure the "Save as type" field found underneath 'File Name' says 'Adobe Acrobat Document'
 - h. Click the 'Save' button at the bottom right corner of the box
 - i. Repeat steps a-h for the second certificate

For Google Chrome Users:

- a. Go to "Destination" (second section) and click on 'Change'
- b. Click on 'Save as PDF' or 'Adobe PDF'
- c. Click on the 'Save' button at the top left of the print box
- d. A 'Save As' box should have come up on the screen.
- e. Click 'Desktop' on the left side of the box
- f. Go to 'File Name' at the bottom of the box and rename your file (it probably says certificate.pdf). You can name it **YourName_Storage** for the first one and **YourName_VFC** for the second one.
- g. Make sure the "Save as type" field found underneath 'File Name' says 'Adobe Acrobat Document'
- h. Click the 'Save' button at the bottom right corner of the box
- i. Repeat steps a-h for the second certificate

F. Uploading Your Certificates To Your Online 2017 Re-Enrollment Form

1. Go to <https://immunize.nyc/provider-client/servlet/PC>
2. Log into your account
3. Click on the 'VFC' tab found on the top right of the screen
4. Click on the '2017 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
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 **2017 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 that will load. 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.