

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

## Vaccine Coordinator Training Instructions

- 1. Create an account with TRAIN.org (see instructions below)
- Register for courses and access the training modules: <u>Module 1 – Intro to the Childhood Vaccine Program</u> (13:31) <u>Module 2 – Storage & Handling Best Practices</u> (27:44) <u>Module 3 – Temperature Monitoring</u> (24:26) <u>Module 4 – Ordering & Receiving Vaccines</u> (10:09) <u>Module 5 - Inventory</u> (7:42) <u>Module 6 – Vaccine Returns</u> (24:33) <u>Module 7 – Vaccine Transfers</u> (21:56) <u>Module 8 – Eligibility Screening, Documentation & Billing</u> (23:17)

## Creating an Account with TRAIN.org

Go to <u>https://www.train.org/main/welcome</u>.
 If you already have a TRAIN.org account, you can login.

OR

- Select Create an Account
- You'll get a prompt to the register page--fill out the following information:
  - Login name
  - o Password
  - Confirm Password
  - o Email Address
  - o First Name
  - Last Name
  - o Zip Code
  - Checked 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

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email <u>doh.information@doh.wa.gov</u>. **DOH 348-1027, September 2024** 



- 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

Manage Groups	Manage Groups	
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- When complete, click the green **Save** button at the top of the screen.
- Now, you are ready to register!

## **Register For Courses and Obtain the Certificates**

- On the HOME page, click on the Course Catalog tab (top menu) and make sure that under the Affiliate filter on the left you have selected Washington
  - Type in the search bar "Vaccine Coordinator Training," then Search
  - Modules 1-8 for WA-DOH should show up in the **RECORDS FOUND** section

The example below is for Module One-Introduction to the Childhood Vaccine Program:

- You should begin with Module One when completing the whole series OR
- Navigate to the specific module you have been asked to complete (i.e., Module Six for Returns training)

HOME COURSE CATALOG	YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS ADMIN HELP	Q
Use this page to search for any cou for details).	se or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined w	ithin TRAIN ( <u>see your prof</u> i
	Use customized searches from the Public Health Foundation to locate COVID-19 training.	
Vaccine Coordinator Training	Sort by rel	evance
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Search By	Courses ×	
Any Search By Courses	Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program	Webcast (recorded)
Affiliate	Vaccine Coordinator Training - Module Six - Vaccine Returns	Webcast (recorded)
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- In the Course page, click on Launch
- The training video (YouTube) will launch on a separate page
- When done watching the video go back to the TRAIN.ORG page, then click on Mark Completed



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



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



- You must have a passing score of 80% or more to get the certificate
- Once you passed the test, click Close at top right
- You can submit a review about the course or click Cancel
- The course will show as **Passed**
- Please download and save a PDF copy of your certificate(s) for your records (printing certificates is not required)



- 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)
  - Select the **YOUR LEARNING** tab at the top of the page
  - Click on Your Transcript
  - Your completed courses will be listed
  - o Click on the DOWNLOAD TRANSCRIPT tab
  - o Please print the transcript and put it in your Childhood Vaccine Program binder

HOME COURSE CATALO	RNING CALENDAR	RESOURCES	DISCUSSIO	DNS ADM	IIN HELP			С
This page contains relevant information about certificates, or access your transcript. Your Current Courses Your Training Plar	nin courses and	d training plans, print	t					
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Title				Status	Completed -	Score	Credit Type	
Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program Download Certificate					Jun 27, 2024	100%		1

 If you would like to access a PDF version of the training slides click on the Resources tab and select the module for download

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

