

Childhood Vaccine Program

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

Vaccine Coordinator Training Instructions

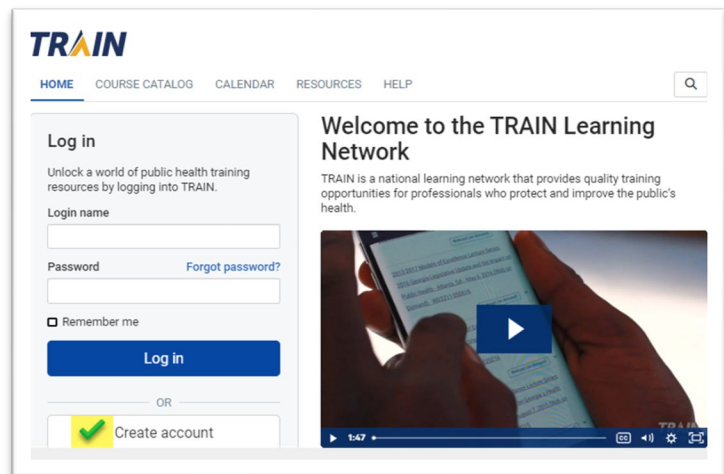
1. Create an account with TRAIN.org (see instructions below)
2. Register for courses and access the training modules:
 - [Module 1 – Intro to the Childhood Vaccine Program \(13:31\)](#)
 - [Module 2 – Storage & Handling Best Practices \(27:44\)](#)
 - [Module 3 – Temperature Monitoring \(24:26\)](#)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

Creating an Account with TRAIN.org

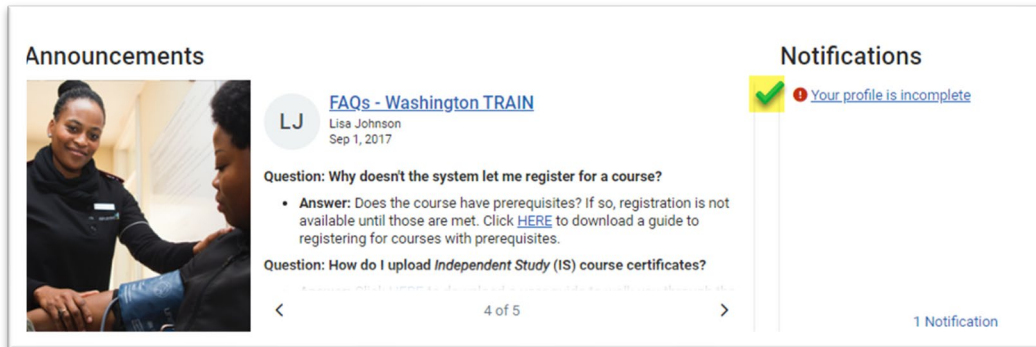
- Go to <https://www.train.org/main/welcome>.
If you already have a TRAIN.org account, you can login.

OR

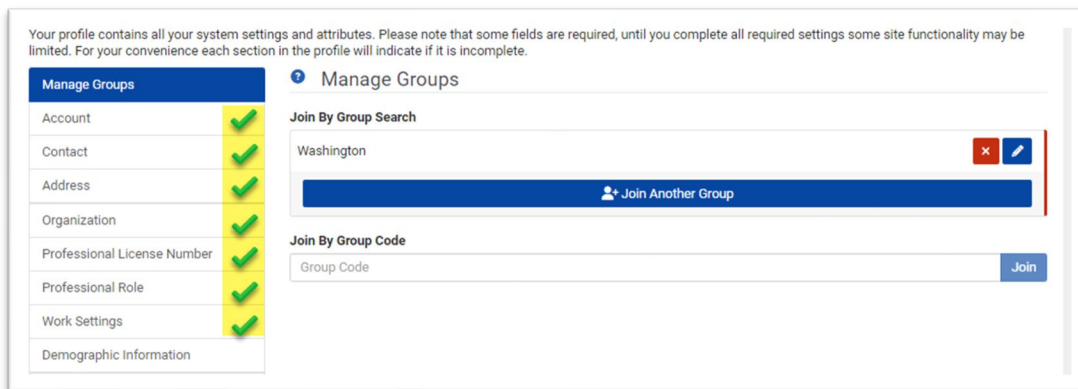
- Select **Create an Account**
- You'll get a prompt to the register page--fill out the following information:
 - Login name
 - Password
 - Confirm Password
 - Email Address
 - First Name
 - Last Name
 - Zip Code
 - Checked the box to agree to all TRAIN policies
 - Click on **Create Account**



- The HOME page will open, and a window will pop up informing you that your profile is incomplete



- 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



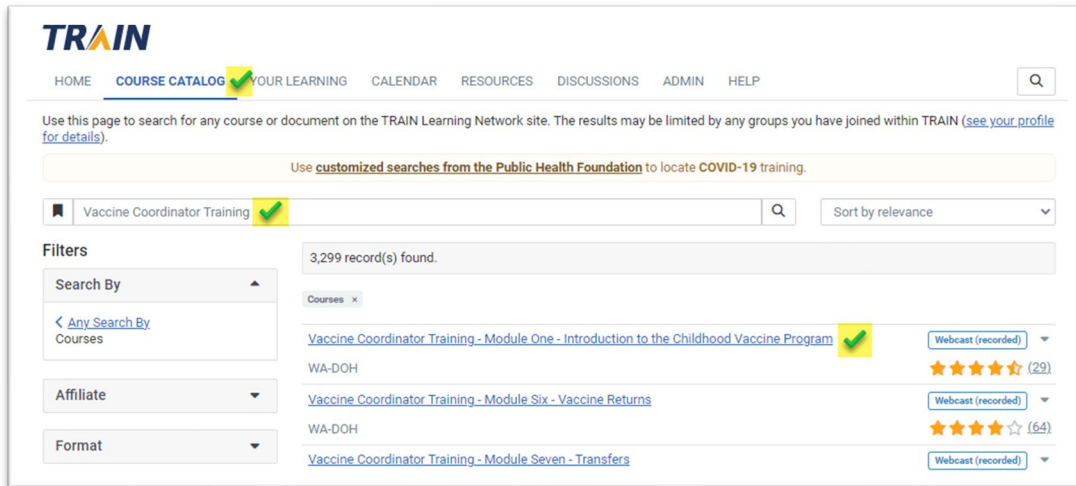
- When complete, click the green **Save** button at the top of the screen.
- Now, you are ready to register!

Register For Courses and Obtain the Certificates

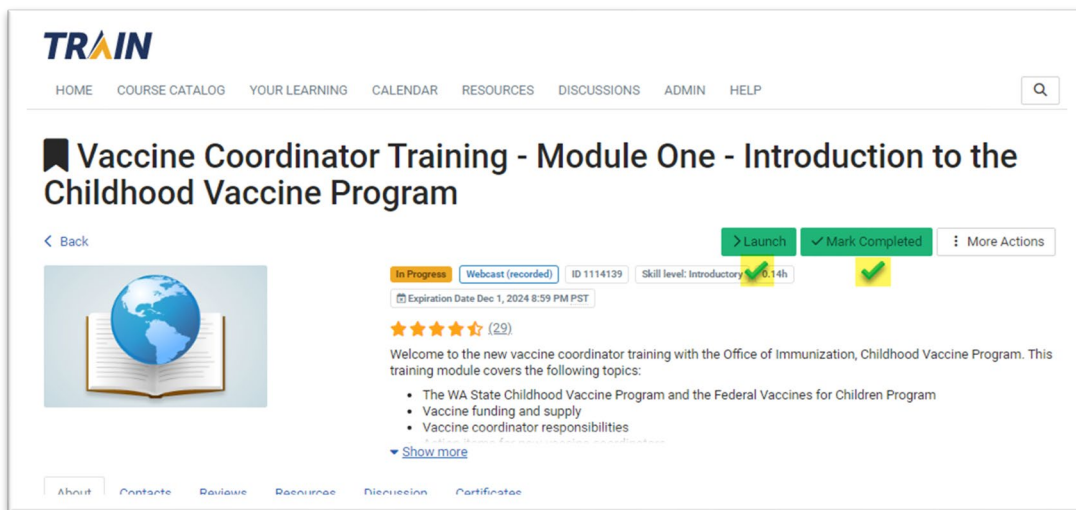
- On the **HOME** page, click on the **Course Catalog** tab (top menu) and make sure that under the **Affiliate** filter on the left you have selected **Washington**
 - Type in the search bar "**Vaccine Coordinator Training,**" then **Search**
 - Modules 1-8 for WA-DOH should show up in the **RECORDS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

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

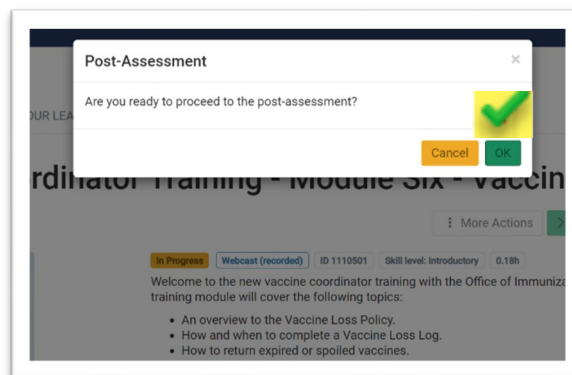
- You should begin with Module One when completing the whole series
OR
- Navigate to the specific module you have been asked to complete (i.e., Module Six for Returns training)



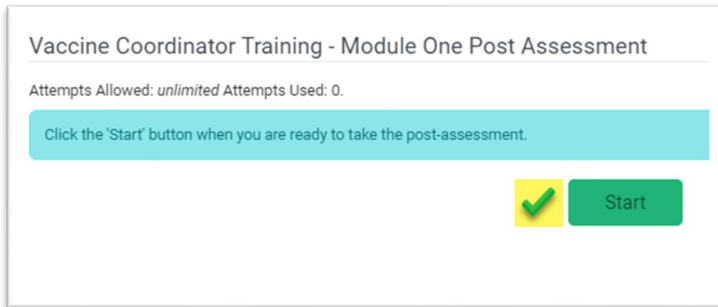
- In the Course page, click on **Launch**
- The training video (YouTube) will launch on a separate page
- When done watching the video go back to the TRAIN.ORG page, then click on **Mark Completed**



- 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
 - Click on the **DOWNLOAD TRANSCRIPT** tab
 - Please print the transcript and put it in your Childhood Vaccine Program binder

- 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