

## Vaccine Coordinator Training Instructions

This is an eight-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 Adult Vaccine Program to ensure the administration of safe and effective vaccines.

2.0 continuing education credits are available for nurses, medical assistants, and pharmacists/pharmacy techs upon completion of this eight-module training. For continuing education credits, please also complete the Final Assessment and Evaluation module.

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:](#)

[Introduction to the Adult Vaccine Program \(17:09\)](#)

[AVP Ordering & Receiving, Eligibility, Documentation and Billing \(17:25\)](#)

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

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

[Module 5 – Inventory \(8:23\)](#)

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

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

[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\*

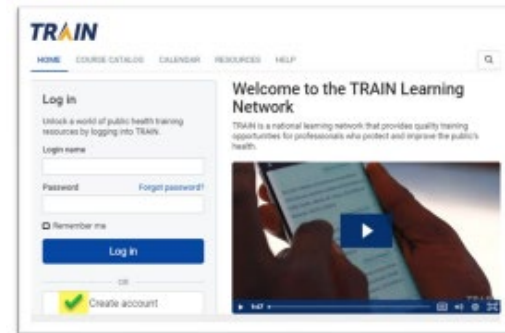
Complete [AVP–Evaluation and Final Assessment \(4:50\)](#)

\*For Pharmacists and Pharmacist Technicians: Accreditation Council for Pharmacy Education,  
Universal Activity Number 0130-9999-24-681-H06-P and 0130-9999-24-681-H06-T

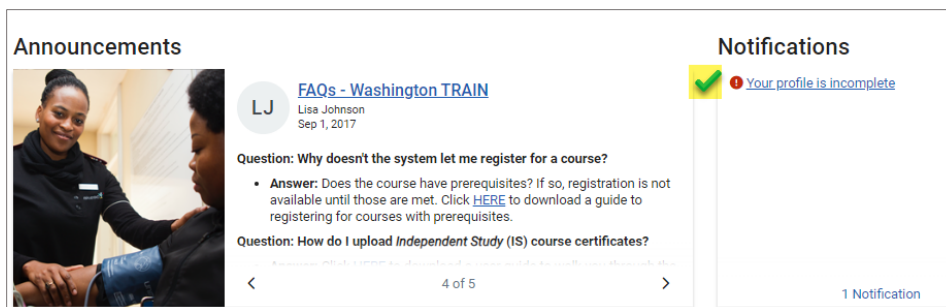
## 1. Create an Account with TRAIN.org


- Go to [TRAIN.org](http://TRAIN.org)
- Select **Create an Account**
- You'll get a prompt to the register page--fill out the following information:

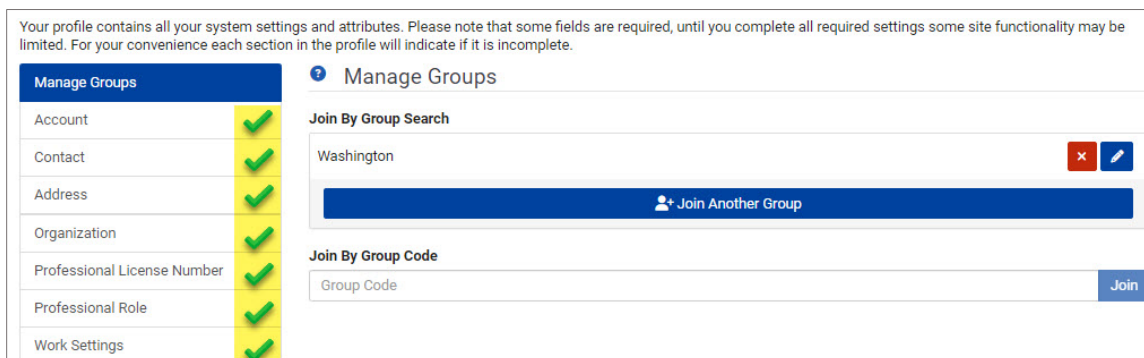
- Login name
- Password
- Confirm Password
- Email Address
- First Name
- Last Name
- Zip Code



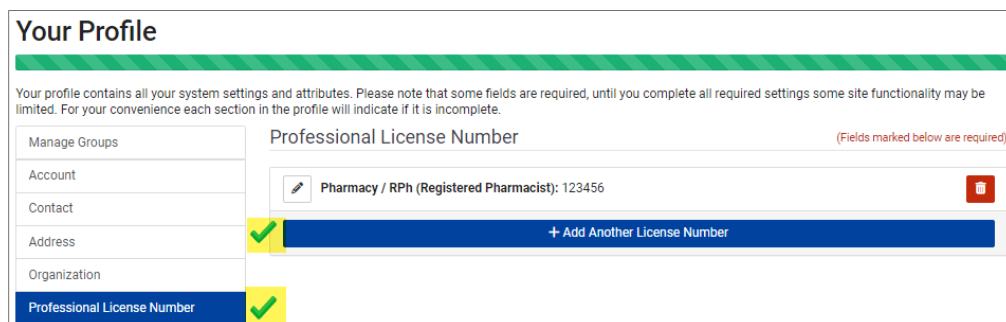
- Check the box to agree to all TRAIN policies
- Click on **Create Account**
- The HOME page will open, and a window will pop up informing you that your profile is incomplete



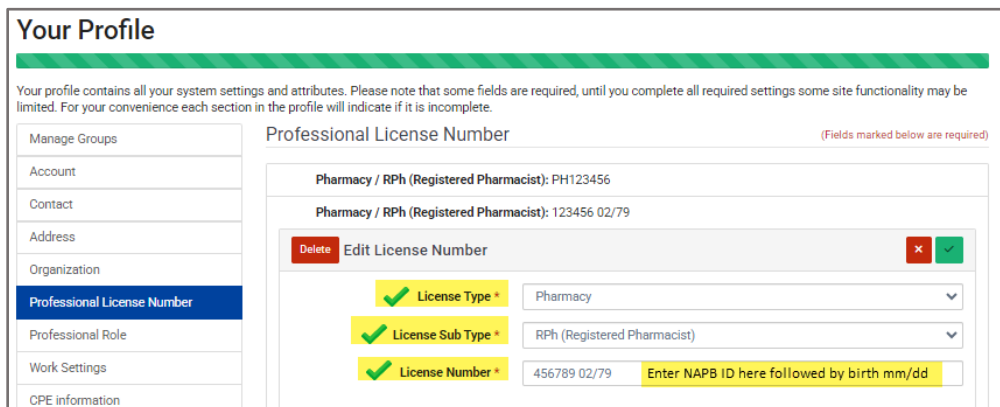
- Please complete your profile to be able to register for the trainings
  - Click on **Your profile is incomplete**
  - Complete all profile sections with the highlighted green checkmark 



- h. **For Pharmacist/Pharmacy Tech Continuing Education Credits Only-- add a second Professional License Number to document your NAPB 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 NAPB ID plus month and date of birth (mm/dd) in the License Number field



- 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!](#)

## 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:

[Introduction to the Adult Vaccine Program \(17:09\)](#)

[AVP Ordering & Receiving, Eligibility, Documentation and Billing \(17:25\)](#)

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

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

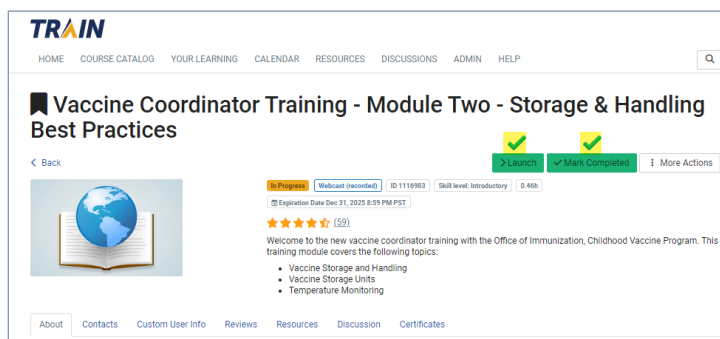
[Module 5 – Inventory \(8:23\)](#)

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

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

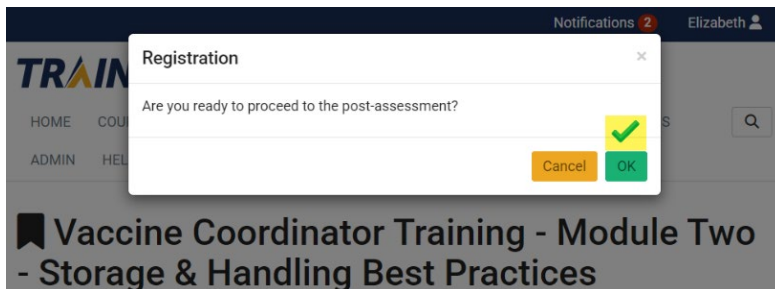
[Module 9 – Off-Site and Mobile Vaccination Clinics \(22:45\)](#)

- c. The example below is for **Module Two-Storage & Handling Best Practices**:
  - o You should begin with Introduction to the Adult Vaccine Program when completing the whole series
  - OR
  - o Navigate to the specific module you have been asked to complete (i.e., Module Six for Vaccine Returns training)
- d. In the Course page, click on **Launch**

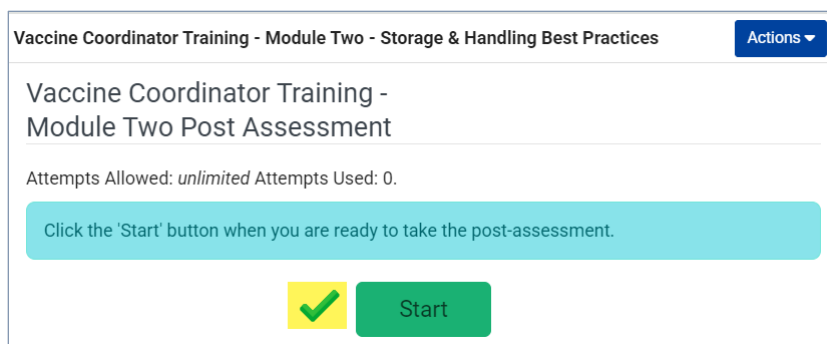


- e. Provide your six-digit PIN and click **Next** and then **Register**
- f. The training video (YouTube) will launch on a separate page
- g. When you are done watching the video go back to the TRAIN.ORG page, then click on **Mark Completed**

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



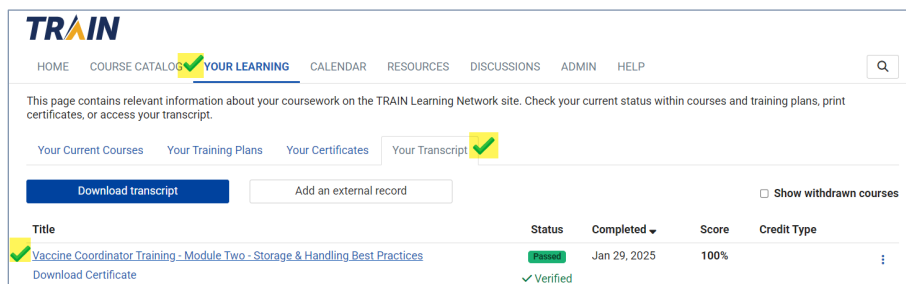
- i. In the next window, Vaccine Coordinator Training – Module Two Post Assessment page, click **Start**



- 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



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



- 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



### 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 0130-9999-24-681-H06-P and 0130-9999-24-681-H06-T

- a. **For pharmacists/pharmacy techs:** Make sure you have added a second Professional License Number to your profile that includes your NAPB ID and month & day of birth (mm/dd), see instructions on page 3
- b. When you register for [AVP–Evaluation and Final Assessment \(4:50\)](#), indicate that you are interested in earning credits

**Registration**

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Are you interested in earning credits?

Interested

Not interested

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

**Registration**

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**Select credit**

You may be prompted to provide additional information depending on the credit type you select.

3 AAMA: Continuing Education Units (CEUs)

3 ACPE: Continuing Pharmacy Education (CPE)

3 ANCC: Continuing Nursing Education (CNE)

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 Final Assessment and Evaluation You Tube video

**AVP Vaccine Coordinator Training - Final Assessment and Evaluation**

[Back](#)  **Launch** More Actions



In Progress Webcast (recorded) ID 1124794 | Skill level: Introductory | 0.08h

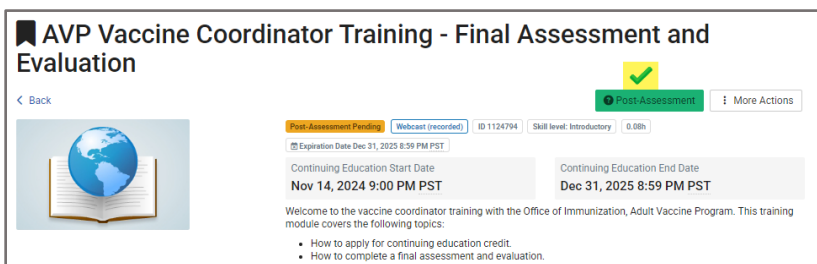
Expiration Date Dec 31, 2025 8:59 PM PST

Continuing Education Start Date	Continuing Education End Date
<b>Nov 14, 2024 9:00 PM PST</b>	<b>Dec 31, 2025 8:59 PM PST</b>

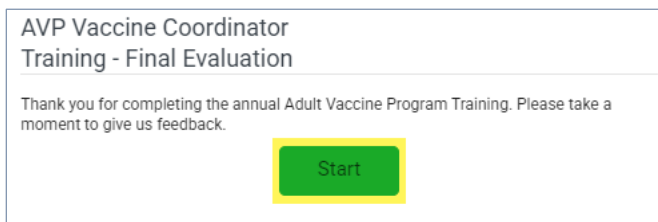
Welcome to the vaccine coordinator training with the Office of Immunization, Adult Vaccine Program. This training module covers the following topics:

- How to apply for continuing education credit.
- How to complete a final assessment and evaluation.

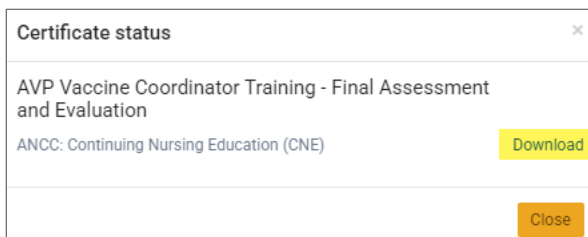
- f. When done watching the video, go back to the TRAIN.ORG page, then click on **Mark Completed**



- g. A **Post-Assessment** window will pop up, if ready to take the test, click **Ok**, 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