



# CVP TRAINING SERIES

Office of Immunization  
Childhood Vaccine Program  
January 9, 2025

# Topics Covered



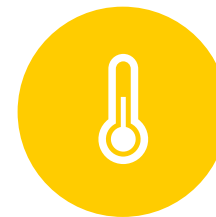
TRAINING  
OVERVIEW



CREATING A  
TRAIN.ORG  
ACCOUNT



ACCESSING  
TRAINING  
MODULES



CONTINUING  
EDUCATION  
CREDITS


# Training Overview



AVP Adult Vaccine Program	CVP Childhood Vaccine Program	Dually Enrolled Providers AVP & CVP
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# Navigating the Training Modules

- Trainings are posted on TRAIN.org
- Each self-paced training module contains a:
  - You Tube training video
  - Post-assessment (all assessments are pass/fail)
  - Downloadable PDF of training slides with links to resources
- Trainings may be paused and continued later
- [Step-by-Step Training Instructions](#)

WASHINGTON STATE · OFFICE OF IMMUNIZATION  
Adult and Childhood Vaccine Programs 

Adult Vaccine Program: [waadultvaccines@doh.wa.gov](mailto:waadultvaccines@doh.wa.gov) Childhood Vaccine Program: [wachildhoodvaccines@doh.wa.gov](mailto: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.

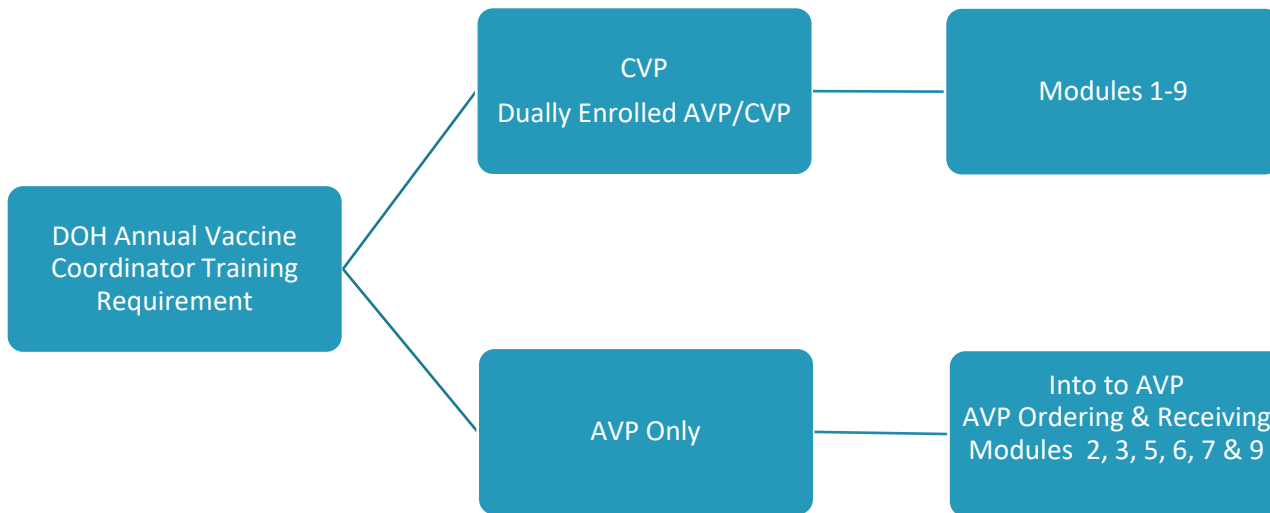
3.0 continuing education credits are available for nurses, medical assistants, and pharmacists/pharmacy techs upon completion of this nine-module training. [For continuing education credits, please also complete Module 10.](#)

Click the links below to jump to the appropriate section:

1. [Create an Account with TRAIN.org](#)
2. [Register for Courses and Access the Training Modules:](#)
  - [Module 1 – Intro to the Childhood Vaccine Program \(23:30\)](#)
  - [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 \(23:17\)](#)
  - [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 \(4:30\)](#)

\*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

# Training Tracks



# CVP and Dually Enrolled AVP/CVP Training Modules

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- Module 1: Intro to CVP/AVP
- Module 2: Storage & Handling Best Practices
- Module 3: Temperature Monitoring
- Module 4: Ordering & Receiving Vaccines
- Module 5: Inventory
- Module 6: Vaccine Returns
- Module 7: Vaccine Transfers
- Module 8: Eligibility Screening, Documentation & Billing
- Module 9: Off-Site and Mobile Vaccination Clinics
- Module 10: Final Assessment and Evaluation (only required for CEs)

# AVP-Only Training Modules

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- AVP: Introduction to the Adult Vaccine Program
- AVP: Ordering and Receiving, Eligibility, Documentation and Billing
- Module 2: Storage & Handling Best Practices
- Module 3: Temperature Monitoring
- Module 5: Inventory
- Module 6: Vaccine Returns
- Module 7: Vaccine Transfers
- Module 9: Off-Site and Mobile Vaccination Clinics
  
- AVP: Final Assessment and Evaluation (only required for CEs)



# Tool: Vaccine Coordinator Training Instructions

WASHINGTON STATE · OFFICE OF IMMUNIZATION

Adult and Childhood Vaccine Programs



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

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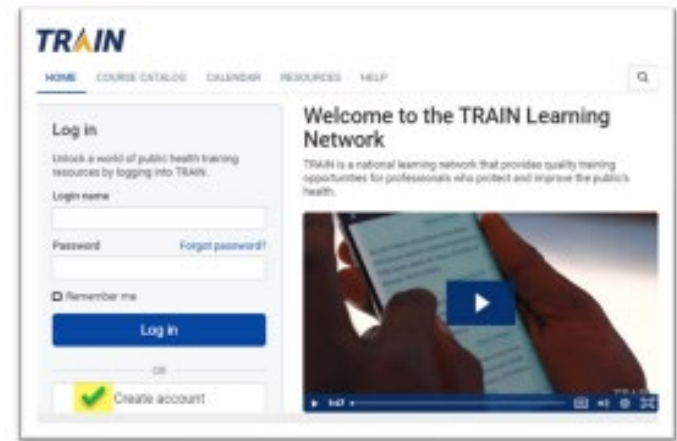
# Creating a TRAIN Account



# Creating a TRAIN.org Account

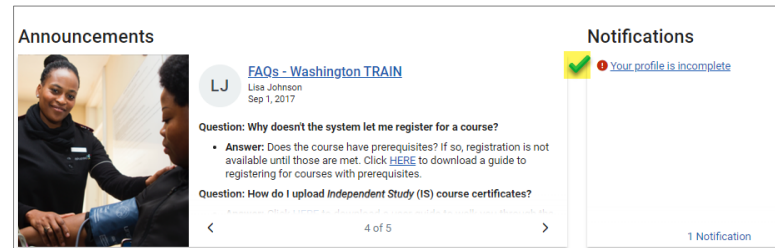
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- [Vaccine Coordinator Training Instructions](#)
- Go to [TRAIN.org](https://www.train.org)
- Select **Create an Account**
- Fill out the following information:
  - Login name
  - Password
  - Confirm Password
  - Email Address
  - First Name
  - Last Name
  - Zip Code
- Check the box to agree to all TRAIN policies
- Click on **Create Account**




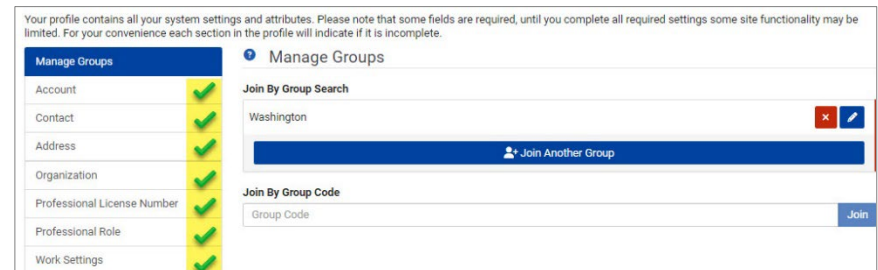
# Creating a TRAIN.org Account

- 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 



# Creating a TRAIN.org Account

- **For Pharmacist/Pharmacy Tech Continuing Education Credits Only- Add a second Professional License Number**

- Click on **+ Add Another License Number**

- Select License Type
- Select License Sub Type
- Enter 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.

Manage Groups

Account

Contact

Address

Organization

Professional License Number (Fields marked below are required)

Pharmacy / RPh (Registered Pharmacist): 123456

**+ Add Another License Number**

**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.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

Professional License Number (Fields marked below are required)

Pharmacy / RPh (Registered Pharmacist): 123456

**Add License Number**

License Type \* Pharmacy

License Sub Type \* RPh (Registered Pharmacist)

License Number \* 01/09 **Enter month & date of birth (mm/dd) here**

- When your profile is complete, click the green **Save** button at the top of the screen

# Accessing the Training Modules



# Register for Courses in TRAIN

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- Login to [TRAIN.org](https://www.train.org)
- Select the training module you want to complete from the list (for CVP and dually enrolled AVP/CVP providers):
  - [Module 1 – Intro to the Childhood Vaccine Program](#)
  - [Module 2 – Storage & Handling Best Practices](#)
  - [Module 3 – Temperature Monitoring](#)
  - [Module 4 – Ordering & Receiving Vaccines](#)
  - [Module 5 – Inventory](#)
  - [Module 6 – Vaccine Returns](#)
  - [Module 7 – Vaccine Transfers](#)
  - [Module 8 – Eligibility Screening, Documentation & Billing](#)
  - [Module 9 – Off-Site and Mobile Vaccination Clinics](#)

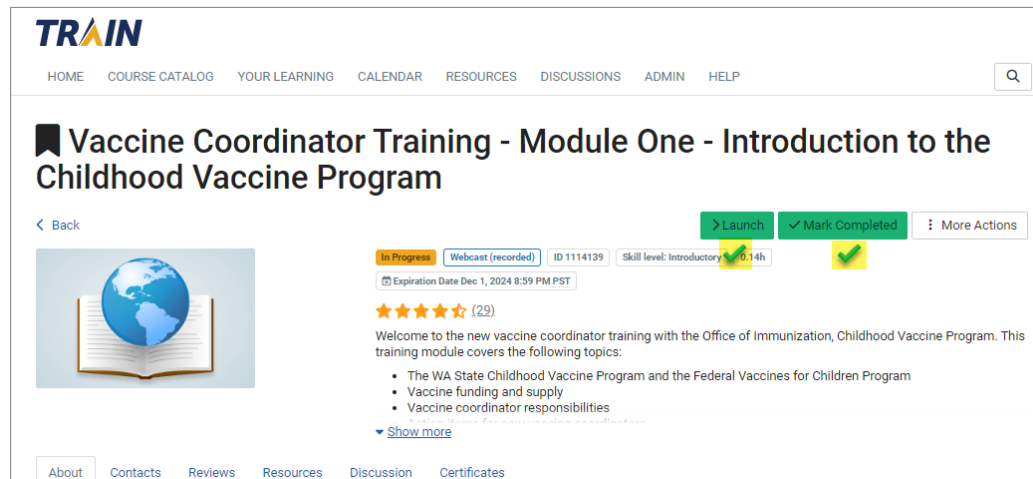
# The TRAIN Interface

The screenshot displays the TRAIN interface. At the top right, there are 'Notifications 2' and a user profile for 'Elizabeth'. The TRAIN logo is on the left, and a navigation menu includes 'HOME', 'COURSE CATALOG', 'YOUR LEARNING', 'CALENDAR', 'RESOURCES', 'DISCUSSIONS', 'ADMIN', and 'HELP'. A search icon is on the right. The main heading is 'Vaccine Coordinator Training - Module One - Introduction to the Childhood and Adult Vaccine Programs'. Below the heading is a 'Back' link and three buttons: '> Launch', '✓ Mark Completed', and 'More Actions'. The 'More Actions' dropdown menu is open, showing 'Withdraw' and 'History'. Course details include 'In Progress', 'Webcast (recorded)', 'ID 1114139', 'Skill level: Introductory', and '0.39h'. The expiration date is 'Dec 31, 2025 8:59 PM PST'. There is a 5-star rating with '(50)' reviews. The course description starts with 'Welcome to the new vaccine coordinator training with the Office of Immunization, Childhood and Adult Vaccine Programs. This training module covers the following topics:' followed by a bulleted list: 'The WA State Childhood Vaccine Program and the Federal Vaccines for Children Program and for dually enrolled providers, the Adult Vaccine Program' and 'Vaccine funding and supply'. A 'Show more' link is at the bottom of the list. At the very bottom, there are tabs for 'About', 'Contacts', 'Custom User Info', 'Reviews', 'Resources', 'Discussion', and 'Certificates'.



# Launch a Course

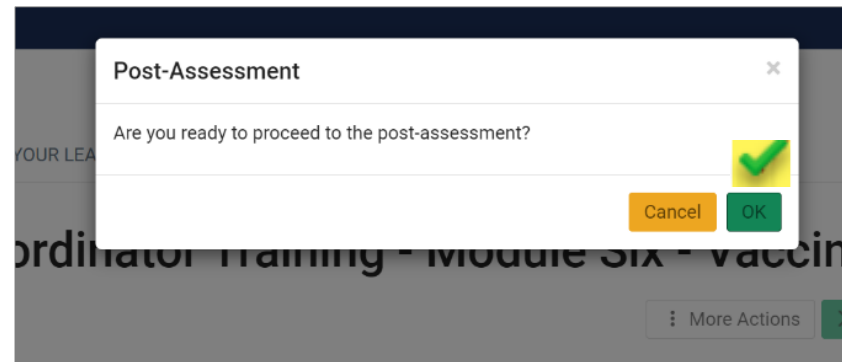
- In the Course page, click on **Launch**
- Provide your six-digit PIN and click **Next** and then **Register**
- The training video (YouTube) will launch on a separate page
- When you are done watching the video go back to the TRAIN.ORG page, then click on **Mark Completed**



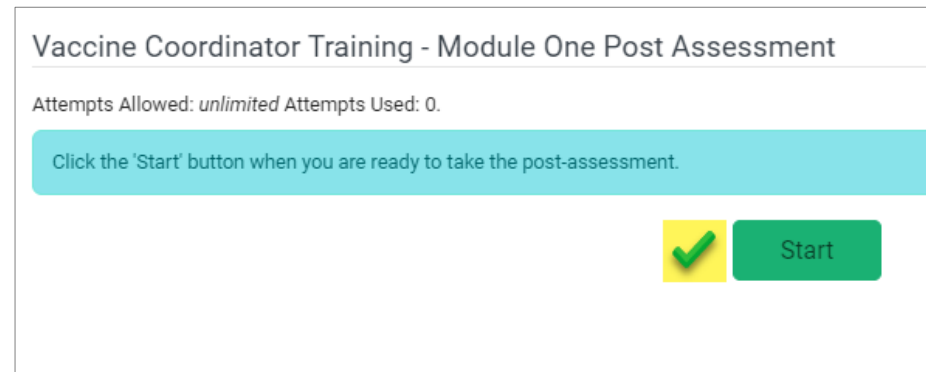
The screenshot shows the TRAIN.ORG website interface. At the top, the TRAIN logo is on the left, and navigation links (HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, HELP) and a search icon are on the right. The main heading is "Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program". Below the heading, there is a "Back" link, a "Launch" button, a "Mark Completed" button, and a "More Actions" menu. A progress indicator shows "In Progress" and "Webcast (recorded)". The course ID is "ID 1114139" and the skill level is "Introductory" with a "0.14h" duration. The expiration date is "Dec 1, 2024 8:59 PM PST". The course has a 4.5-star rating from 29 reviews. The description welcomes users to the training module and lists topics: "The WA State Childhood Vaccine Program and the Federal Vaccines for Children Program", "Vaccine funding and supply", and "Vaccine coordinator responsibilities". A "Show more" link is available. At the bottom, there are tabs for "About", "Contacts", "Reviews", "Resources", "Discussion", and "Certificates".

# Post-Assessments

- 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**



# Printing a Training Transcript

Print a course transcript upon completion of all the modules and put it in your CVP or AVP 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** 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
<a href="#">Vaccine Coordinator Training - Module One - Introduction to the Childhood Vaccine Program</a>	Passed	Jun 27, 2024	100%	

[Download Certificate](#) ✓ Verified

# Accessing Course Slides & Resources

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

< 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
<a href="#">348-922 module 1 introduction to the childhood vaccine program.pdf</a>	8 Jan 2024

# Continuing Education Credits



# Continuing Education Credits

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- Continuing education credits are available for nurses, medical assistants, and pharmacists/pharmacy techs
  - CVP and dually enrolled AVP/CVP training is worth 3.0 CE credits
  - AVP-only training is worth 2.0 CE credits
- If you are a pharmacist or pharmacy tech, make sure you have added a second Professional License Number to your profile that includes your month & day of birth (mm/dd)

## Register for Module 10

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- 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?

Interested

Not interested

## Register for Module 10

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- 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)

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**3** ACPE: Continuing Pharmacy Education (CPE)

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**3** ANCC: Continuing Nursing Education (CNE)

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None

- Provide your six-digit PIN and confirm your selection by clicking **Next** and then the **Register** button



# Register for Module 10

- Click the **Launch** button to watch the Module 10 You Tube video.

## Vaccine Coordinator Training - Module Ten - Final Assessment and Evaluation

< Back



In Progress Webcast (recorded) ID 1123930 Skill level: Introductory 0.1h

Expiration Date Dec 31, 2025 8:59 PM PST

★★★★☆ (5)

Continuing Education Start Date  
Nov 6, 2024 9:00 PM PST

Continuing Education End Date  
Dec 31, 2025 8:59 PM PST

> Launch More Actions

## Module 10 Post-Assessment

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



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

# Module 10 Evaluation

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- You will be prompted to complete the Final Evaluation by clicking **Start**

Vaccine Coordinator  
Training - Final Evaluation

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Thank you for completing the annual Childhood Vaccine Program Training. Please take a moment to give us feedback.

**Start**

- Complete the Evaluation and click **Close**


# Printing a Continuing Education Certificate

- On the TRAIN.org, Module 10 page, click on **Certificate** in the upper right corner.



The screenshot shows the course page for 'CVP Vaccine Coordinator Training - Module Ten - Final Assessment and Evaluation'. The page includes a 'Back' link, a 'History' button, a '+ Register' button, and a 'Certificate' button. Below these are course details: 'Published' (checked), 'Verified', 'Webcast (recorded)', 'ID 1123930', 'Skill level: Introductory', and '0.1h'. It also shows 'Publish date Jan 6, 2025 12:00 AM PST' and 'Expiration Date Dec 31, 2025 8:59 PM PST'. A 5-star rating is visible. The 'Continuing Education Start Date' is 'Jan 7, 2025 12:00 AM PST' and the 'Continuing Education End Date' is 'Dec 31, 2025 11:59 PM PST'. A welcome message and a list of topics are provided: 'How to apply for continuing education credit' and 'How to complete a final assessment and evaluation'. At the bottom, there are navigation links: 'About', 'Contacts', 'Reviews', 'Resources', 'Discussion', and 'Certificates'.

- A pop-up will indicate that you have a certificate to download.
- Print the certificate for your records



The screenshot shows a 'Certificate status' pop-up window. The title is 'Certificate status' with a close button (X) in the top right corner. The main content area displays the course title 'CVP Vaccine Coordinator Training - Module Ten - Final Assessment and Evaluation' and 'ACPE: Continuing Pharmacy Education (CPE)'. A yellow 'Download' button is located to the right of the course title. At the bottom right, there is an orange 'Close' button.

# Tools and Resources

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- [Adult Vaccine Program](#)
- [Childhood Vaccine Program](#)
- [Childhood Vaccine Program Training](#)
- [DOH Vaccine Coordinator Training Instructions](#) (CVP and Dually enrolled providers)
- [TRAIN.org](#)

# Future Training Topics

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February 20 at Noon: Provider Agreement Renewal Process

March 27 at Noon: Program Billing Guidelines, Eligibility Screening and Documentation

Please send suggestions for future topics to:  
[WACHILDHOODVACCINES@doh.wa.gov](mailto:WACHILDHOODVACCINES@doh.wa.gov)

Questions?

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Childhood Vaccine Program Main Contact Information

[WAChildhoodVaccines@doh.wa.gov](mailto:WAChildhoodVaccines@doh.wa.gov)

Phone: (360)236-2829

Fax: (360)236-3811



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 [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).

DOH348-1065 January 2025