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To: Maine Immunization Providers  
From: Maine Immunization Program  
Subject: 2018 *You Call The Shots* modules and Evaluation, Post-Test and Certificate of Completion Directions  
Date: June 27, 2018

The Maine Immunization Program would like to inform all Providers that the updated 2018 *You Call The Shots* modules are now available through the US Centers for Disease Control and Prevention. There have been updates to requirements for Vaccines for Children (VFC) and it is highly encouraged that sites complete their education as soon as possible. As a reminder, all sites are required to complete annual continuing education as per the yearly Provider Agreement. The options for completing annual continuing education are as follows:

**New Primary and Secondary Vaccine Coordinators** who have **never** completed the *You Call The Shots* modules, must complete both of the following:

- 1.) Storage and Handling – *You Call The Shots* online module at:  
<https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
- 2.) Vaccines for Children – *You Call The Shots* online module at:  
<https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>

**Primary and Secondary Vaccine Coordinators** who **have** completed both modules in a previous year will only need to do **one** of the following:

- 1.) Complete the updated Storage & Handling – *You Call The Shots* online module at:  
<https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp> .
- 2.) Attend a VFC regional training presented by the Maine Immunization Program.
- 3.) Participate in a VFC Compliance Site Visit in 2018.
- 4.) Attend a training from Maine Health (only for Providers affiliated with Maine Health).

Please keep in mind that once you complete the module(s), the Maine Immunization Program will need to receive a copy of your Certificate of Completion to confirm that you have taken the module. These can be faxed to 207-287-8127. Self reporting that the module has been completed will not be accepted. Directions on how to complete the Evaluation, Post-Test and Certificate of Completion are below.

## Directions for YCTS Post-Test and Certificate

- 1.) Watch the online module *2018 Storage & Handling* and/or *Vaccines For Children*.
- 2.) Go to: <https://tceols.cdc.gov/> , login and answer the security questions. If you do not have an account, create an account by clicking on “Create Account”. If you do not remember your username and/or password, click on the ‘Forgot Password’ or ‘Forgot Username’ link and follow the directions. (\*Note: If you create a new account, you will need to activate that account via an email that is sent to you from TCEO)
- 3.) You should see a page with “My Activities” at the top. Click on ‘Search Courses’ in the left, blue navigation menu. Search for the course you took (YCTS Storage & Handling course ID: WB2897; YCTS Vaccines For Children course ID: WB2898). The course you searched for will appear as a result of your search – click on the title of the course.
- 4.) You will be brought to a screen with a course summary. At the bottom, click the blue button that says ‘Continue’.
- 5.) Next you will see a page titled ‘Select CE for Your Course’. Choose the appropriate amount of CE’s (‘Other Professionals’ will work if you do not need actual credit), and hit ‘Save and Continue’.
- 6.) You will be re-directed to the ‘My Activities’ page and will see the course you just signed up for. Click on the ‘Evaluation’ link and complete the evaluation.
- 7.) You will be brought back to the ‘My Activities’ page and will see that the evaluation link now has a green checkmark next to it. Click on ‘Posttest’ to take the post-test for the course and complete the post-test.
- 8.) You will be brought to a screen to review your answers to the post-test. If you passed the post-test, there will be a link at the top of the page saying ‘Congratulations! You’ve Passed. Click Here to download your certificate.’
- 9.) Print your certificate, write your site’s PIN# at the top and fax to MIP at 207-287-8127.

If you have any questions, please contact the Maine Immunization Program at: 1-800-867-4775 or 207-287-3746.