

Annual Recertification

Each year, typically in the fall, for the continued use of state-supplied vaccines all North Carolina Immunization Program (NCIP) providers must recertify their enrollment in the program by submitting an updated Vaccine Provider Agreement and Provider Profile to the North Carolina Immunization Branch. The Branch will initiate the process by sending all providers a pre-printed recertification packet including the documents listed below. This process is mandated by the federal Vaccines For Children (VFC) Program for the continued receipt of federally-purchased vaccines. No vaccine can be sent to a provider without a current contract on file. Failure to return the signed agreements and updated profiles by the stated deadline will result in vaccine shipment delays and may result in the provider being removed from the program.

- Provider Agreement – This document lists the federal statutory requirements of the VFC Program as defined in the federal Social Security Act, Title XIX, Section 1928, 42 U.S.C. 1396s - Vaccines for Children Program (VFC) and state statutory requirements as defined by NC GS § 130A-152. This document must be signed by the lead physician of your facility (or health director for county health departments). Agreements must be signed by a Medical Doctor (MD) or Doctor of Osteopathy (DO). Contracts signed by nurse practitioners, physician assistants, and/or pharmacists will not be accepted. By signing this document, your facility agrees to abide by all requirements of the NCIP.
- Provider Profile – This document provides contact information for your facility, including a shipping address for vaccines (no P.O. boxes), days and times when vaccines can be received, and a list of all personnel (with a medical license) authorized to write prescriptions. This information is entered into our vaccine ordering system. The document also includes an estimate of your patient population listed by age group and eligibility status. This information is vital as it is used to forecast our federal vaccine budget and determine appropriate order amounts and frequency for your facility.

Though recertification packets are sent to all providers in the fall, you should notify the NC Immunization Help Desk (1-877-873-6247) at any time if:

- Your lead physician or medical director changes

- Your practice name, contact information, or vaccine shipping instructions change
- Your practice merges with another or opens a sub-clinic that will be immunizing patients
- Any changes that occur that may affect your ability to receive and/or administer vaccine as previously estimated

Instructions for the completion and return of the packet are listed on the documents themselves. Questions about completion or return of the packet may be directed to Branch staff at 1-877-873-6247.