



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section

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State Health Director

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**MEMORANDUM**

**TO:** North Carolina Immunization Program (NCIP) Providers

**FROM:** Beth Rowe-West, RN, BSN, Head *BRW*  
Immunization Branch

**SUBJECT:** NCIP Provider Education Requirements

The purpose of this memo is to notify providers of a new educational requirement from the Centers for Disease Control and Prevention (CDC) effective January 1, 2013. CDC requires that each NCIP provider designate a staff person as the Vaccines for Children (VFC) coordinator, and that this person receive an educational “contact” during each calendar year. Educational contact opportunities will cover all VFC requirements, with a special emphasis on storage and handling.

Qualifying educational opportunities include scheduled VFC compliance (site) visits, which all NCIP providers currently receive every other year. For providers not scheduled for a compliance visit, the VFC coordinator is **required** to view or attend one of the opportunities listed below. Other provider office staff members involved in vaccine delivery are encouraged to participate as well.

- CDC’s *VFC Requirements You Call the Shots* and *Storage and Handling You Call the Shots* on-line modules (both modules together count as one); available at <http://www.cdc.gov/vaccines/ed/> beginning January 1, 2013
- Attendance at the biennial NC Immunization Conference, July 31-August 2, 2013 in Greensboro, NC. Conference details will be posted at <http://www.immunize.nc.gov> when available.

In order to document compliance, the NCIP Provider Agreement will include a check box to indicate that the VFC coordinator has completed the annual training requirement. Proof of attendance will be verified by NCIP staff during VFC compliance visits. It is required that providers maintain educational rosters or certificates of attendance for all VFC coordinators and other participating staff members. A sample educational roster may be found at:

[www.immunize.nc.gov/providers/additionaltrainings.htm](http://www.immunize.nc.gov/providers/additionaltrainings.htm)

Questions regarding the new training requirement should be addressed to Andrea Held at [andrea.held@dhhs.nc.gov](mailto:andrea.held@dhhs.nc.gov) or 919-707-5564.

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