



Frequently Asked Questions

Revised Certificate of Immunization (CIS) and Certificate of Exemption (COE) Form

Q	The revised CIS, dated 10/15/08, is separate from the COE. Does a student with NO exemptions need a copy of a COE in her or his file?
A	No. The COE needs to be completed and filed in the student record only if she or he has an exemption. If the student has more than one exemption, all of the exemptions can be recorded on one COE.
Q	Will the new CIS and COE be available through the CHILD Profile Immunization Registry?
A	The new (10/15/08) version of the CIS is scheduled to be available (printable) through the CHILD Profile Immunization Registry (CPIR) by mid-spring. However, the current CIS can still be printed until the revisions are made. The new COE will not be available (printable) through CPIR at all. The COE can be downloaded at: http://www.doh.wa.gov/cfh/Immunize/forms/default.htm
Q	On the back of the CIS, there is a list of Vaccine Trade Names. Does the trade name of the vaccine the child received need to be recorded on the CIS?
A	No. The list of Vaccine Trade Names was only included as a reference. This can be helpful when an immunization record has the Vaccine Trade Name listed instead of the generic vaccine name (e.g. Infanrix instead of DTaP, or TriHibit instead of DTaP and Hib). With this table, parents and school personnel can identify where to record the Vaccine Trade Name on the CIS.
Q	Does a health care provider need to sign the CIS if there are no exemptions?
A	The Washington State Administrative Code (WAC) allows for parents/guardians to self-report vaccines so it is not necessary to have a health care provider sign the CIS unless the child has one or more exemptions. A health care provider must also sign, to verify the student has had varicella (chickenpox, page one of CIS) or is immune by blood test to one of the vaccine-preventable diseases (page two of CIS).
Q	I notice that there is an area on the CIS form for the child's address and telephone number. Will this automatically be included on the CIS if the record is printed from the CHILD Profile Immunization Registry?
A	No. There were requests from some schools to include space for the child's address and telephone number on the CIS. However, these spaces will not be included on the CIS printed by the school or health care provider. If desired by parents or schools, information can be manually filled in.
Q	I find the "Verification of varicella disease" section (bottom middle and right) of the CIS confusing. Can you explain these boxes?
A	Yes. Verification of varicella disease can be documented three ways for a student: <ol style="list-style-type: none">1. First option: Health Care Provider Verified – If this box is checked, then you must either mark the "Signed note from HCP attached" checkbox or "HCP signature here" checkbox. If "HCP signature here" is marked, be sure there is a licensed health care provider signature in the space to the right.2. Second option: HCP Verified by Registry – This box (if applicable) will be



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	<p>marked automatically if printing from the CHILD Profile Immunization Registry. No other action is needed to document varicella if this is the case. However, if school staff find verification of varicella disease in the CHILD Profile Immunization Registry (without printing the CIS), then staff should mark this box. THEN, school staff must either:</p> <ol style="list-style-type: none"> a. Initial (in the space to the right next to "Staff initials indicating parent approval") that the parent was informed that this box was check by the school staff. b. Get the parent or guardian to sign (in the space to the right next to "Parent Signature indicating approval"). <p>3. Third option: Parental Report – This box can be marked by parents or guardians ONLY if their child entered Kindergarten during or before the 2007-08 school year.</p>
Q	If the CIS is printed from the CHILD Profile Immunization Registry and indicates that the student had varicella (chickenpox), does a health care provider need to sign the CIS?
A	No. If the CIS form printed from the CHILD Profile Immunization Registry includes marking of the "HCP Verified by Registry" checkbox, this is considered already verified by the health care provider and no signature (or further action) is needed by the health care provider.
Q	All of the vaccines are listed on the CIS, not just the ones required for school attendance. Are schools required to have all of the vaccine records on the CIS, even if the vaccine is not required for school attendance?
A	No. All the routine childhood recommended vaccines are included on the CIS to minimize the need for major revisions to the CIS if and when new vaccines become required in our state. The vaccines marked with ◆ are required for school and child care/preschool attendance. The vaccines marked with ● are required for child care/preschool attendance only. Unmarked vaccines are not currently required for school or child care/preschool attendance but are recommended. Access the current Recommended Childhood Immunization Schedule at: http://www.cdc.gov/vaccines/recs/schedules/default.htm
Q	On the CIS, why is Pneumococcal Conjugate Vaccine (PCV7) marked as required for child care and preschool attendance?
A	Pneumococcal Conjugate Vaccine (PCV7) will be required for child care and preschool attendance in Washington State starting July 1, 2009. Although this is not required for the remainder of this school year, we included it on the revision to minimize costs of re-printing when this requirement goes into effect.
Q	Why is a space (upper left) for a staff member's signature included on the CIS?
A	A space for a staff signature (upper left) is included because: <ol style="list-style-type: none"> 1. Many school nurses requested a space to document that the CIS was reviewed, and 2. The staff person reviewing the CIS needs to check to see if a COE is on file. A



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	<p>new checkbox indicating if there is “an accompanying signed Certificate of Exemption on file” was added to the CIS since the COE is now a separate form. The checkbox was placed near the staff signature box to flag the staff person’s attention to look for a COE. This checkbox is especially important because the COE and CIS are no longer on the same document.</p>
Q	<p>In the past, we ordered our CIS supply from the Department of Printing’s Fulfillment Center (warehouse). We received information in the Winter Mailing that we could no longer order them. How do we get these forms?</p>
A	<p>In order to save funds and reduce paper waste, the CIS will no longer be available upon demand at the Fulfillment Center. Each school district and Head Start/ECEAP program will receive a supply of the CIS for each school in their district or program. The supply amount is 10% of the total expected enrollment. This amount should be enough for new and transfer students.</p> <p>Please also consider these options and tips:</p> <ul style="list-style-type: none">• Use the new CIS only for new students.• Print directly from the CHILD Profile Immunization Registry: Health care providers or schools may print an automatically-populated CIS from the CPIR.• Use legible copies of the CIS. Download at http://www.doh.wa.gov/cfh/immunize/forms/default.htm.<ul style="list-style-type: none">• Print from the DOH Web site (see address above).• Make copies distribute to parents.• Encourage parents to download (see address above), print, and complete by hand.
Q	<p>How can I get copies of the COE?</p>
A	<p>The COE form is only available online. To download, visit: http://www.doh.wa.gov/cfh/immunize/forms/default.htm</p>
Q	<p>Don’t we have to use a new CIS for students each year they are enrolled?</p>
A	<p>No. It’s not necessary to have a new CIS every year. We encourage you to use the existing CIS for already enrolled students and use a new CIS for new students only. For transfer students, obtain the CIS from that student’s previous school.</p>
Q	<p>What do we do with our supply of the old CIS? Can we still use them?</p>
A	<p>To minimize waste, the old CIS can still be used. We encourage schools to use these for older students, if possible. The old CIS can also be used during the interim period of printing and distribution of the new form.</p>