

Vaccine Coordinator Training Instructions

This is an eight-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 Adult Vaccine Program to ensure the administration of safe and effective vaccines.

2.0 continuing education credits are available for nurses, medical assistants, and pharmacists/pharmacy techs upon completion of this eight-module training. **For continuing education credits, please also complete the Final Assessment and Evaluation module.**

Click the links below to jump to the appropriate section:

1. If you don't have a TRAIN.org account, [click here](#).
Otherwise, move to Step 2 below.
2. [Register for Courses and Access the Training Modules:](#)

[Introduction to the Adult Vaccine Program](#) (17:09)

[AVP Ordering & Receiving, Eligibility, Documentation and Billing](#) (17:25)

[Module 2 – Storage & Handling Best Practices](#) (27:52)

[Module 3 – Temperature Monitoring](#) (22:10)

[Module 5 – Inventory](#) (8:23)

[Module 6 – Vaccine Returns](#) (24:33)

[Module 7 – Vaccine Transfers](#) (21:56)

[Module 9 – Off-Site and Mobile Vaccination Clinics](#) (22:45)

3. [For Continuing Education Credits Only \(optional\):](#)

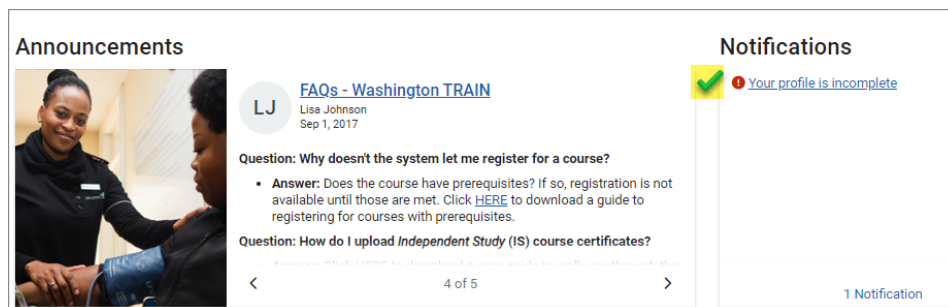
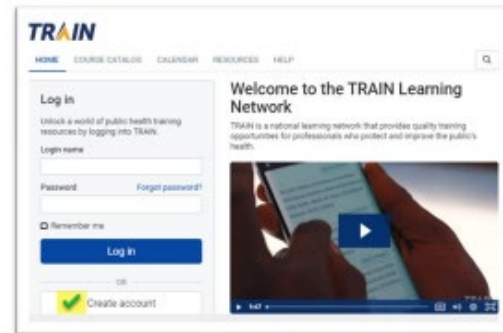
Available for nurses, medical assistants, and pharmacists/pharmacy techs*

Complete [AVP–Evaluation and Final Assessment](#) (4:50)

*For Pharmacists and Pharmacist Technicians: Accreditation Council for Pharmacy Education, Universal Activity Number 0130-9999-24-681-H06-P and 0130-9999-24-681-H06-T

1. Create an Account with TRAIN.org

- Go to TRAIN.org
- Select **Create an Account**
- You'll get a prompt to the register page--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**
- 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

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	

Manage Groups

Join By Group Search

Washington ✕ ✎

Join Another Group

Join By Group Code

Group Code Join

- h. **For Pharmacist/Pharmacy Tech Continuing Education Credits Only-- add a second Professional License Number to document your NABP e-Profile ID followed by your birth month and day (mm/dd) in the same field:**
- Select Professional License Number from the left-hand menu

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. (Fields marked below are required)

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional License Number

Pharmacy / RPh (Registered Pharmacist): 123456

+ Add Another License Number

- Click on **+ Add Another License Number**
 - Select License Type
 - Select License Sub Type
 - Enter NABP e-Profile ID plus month and date of birth (mm/dd) in the License Number field

Your Profile

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. (Fields marked below are required)

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

CPE information

Professional License Number

Pharmacy / RPh (Registered Pharmacist): PH123456

Pharmacy / RPh (Registered Pharmacist): 123456 02/79

Delete Edit License Number

License Type * Pharmacy

License Sub Type * RPh (Registered Pharmacist)

License Number * 456789 02/79

Enter NABP e-Profile ID here followed by birth mm/dd

- i. When profile is complete, click the green **Save** button at the top of the screen.
- j. You are now ready to [register for your courses!](#)

2. Register For Courses and Access the Training Modules

- a. If you already have a TRAIN.org account, you can login and click on the course you want to take from the list below
- b. Select the training module you want to complete from the list:

[Introduction to the Adult Vaccine Program \(17:09\)](#)

[AVP Ordering & Receiving, Eligibility, Documentation and Billing \(17:25\)](#)

[Module 2 – Storage & Handling Best Practices \(27:52\)](#)

[Module 3 – Temperature Monitoring \(22:10\)](#)

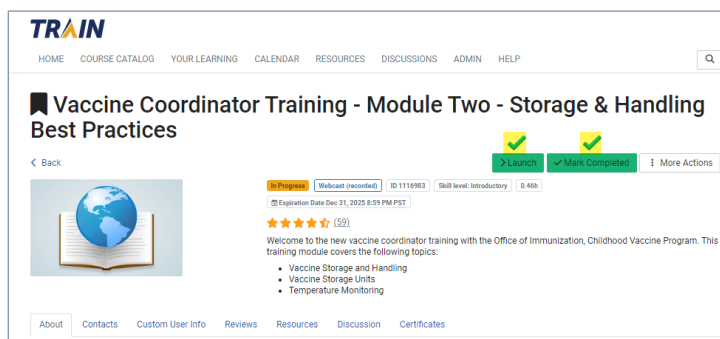
[Module 5 – Inventory \(8:23\)](#)

[Module 6 – Vaccine Returns \(24:33\)](#)

[Module 7 – Vaccine Transfers \(21:56\)](#)

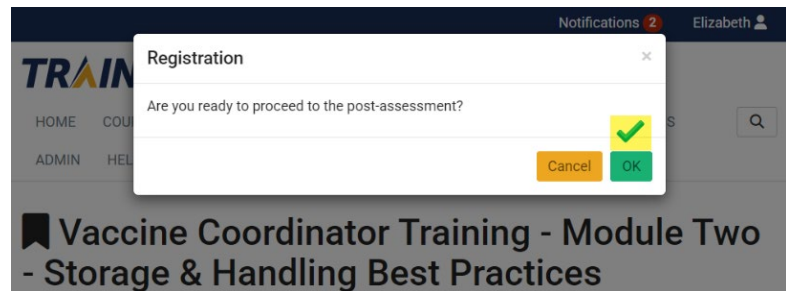
[Module 9 – Off-Site and Mobile Vaccination Clinics \(22:45\)](#)

- c. The example below is for **Module Two-Storage & Handling Best Practices**:
 - You should begin with Introduction to the Adult Vaccine Program when completing the whole series
 - OR
 - Navigate to the specific module you have been asked to complete (i.e., Module Six for Vaccine Returns training)
- d. In the Course page, click on **Launch**



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

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



- i. In the next window, Vaccine Coordinator Training – Module Two Post Assessment page, click **Start**

Vaccine Coordinator Training - Module Two - Storage & Handling Best Practices Actions ▾

Vaccine Coordinator Training - Module Two Post Assessment

Attempts Allowed: *unlimited* Attempts Used: 0.

Click the 'Start' button when you are ready to take the post-assessment.

✓
Start

- j. If you received a passing score of 60% the course will show as **Passed**. Failed courses may be retaken until passed
- k. Once you have passed the test, click **Close** at top right
- l. You may choose to download and save a PDF copy of your certificate(s) for your records, but this is not required unless you have been assigned an individual module for follow-up training

Vaccine Coordinator Training - Module Two - Storage & Handling Best Practices

< Back
History
> Launch
Certificate

Passed
✓ Verified
Webcast (recorded)
ID 1116983
Skill level: Introductory
0.46h

Expiration Date Dec 31, 2025 8:59 PM PST

★★★★★ (61)

Welcome to the new vaccine coordinator training with the Office of Immunization, Childhood and Adult Vaccine Programs. This training module covers the following topics:

- Vaccine Storage and Handling
- Vaccine Storage Units
- Temperature Monitoring

- m. When you have completed all the required modules, please print a course transcript and put it in your Adult Vaccine Program 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 Adult 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 courses

Title	Status	Completed	Score	Credit Type
Vaccine Coordinator Training - Module Two - Storage & Handling Best Practices	Passed	Jan 29, 2025	100%	
Download Certificate	Verified			

- n. If you would like to access a PDF version of the training slides after completion, click on the **Resources** tab and select the module for download

Vaccine Coordinator Training - Module Two - Storage & Handling Best Practices

[Back](#) [History](#) [Launch](#) [Certificate](#)

Passed **Verified** [Webcast \(recorded\)](#) ID 1116983 Skill level: Introductory 0.46h

[Expiration Date Dec 31, 2025 8:59 PM PST](#)

★★★★★ (61)

Welcome to the new vaccine coordinator training with the Office of Immunization, Childhood and Adult Vaccine Programs. This training module covers the following topics:

- Vaccine Storage and Handling
- Vaccine Storage Units
- Temperature Monitoring

[About](#) [Contacts](#) [Reviews](#) **[Resources](#)** [Discussion](#) [Certificates](#)

Resource	Date Posted
348-923 module 2 storage & handling best practices.pdf	3 Jan 2025

3. Receive Continuing Education Credits (optional)

Available for nurses, medical assistants, and pharmacists/pharmacy techs*

**For Pharmacists and Pharmacist Technicians: Accreditation Council for Pharmacy Education, Universal Activity Number 0130-9999-24-681-H06-P and 0130-9999-24-681-H06-T

- a. **For pharmacists/pharmacy techs:** Make sure you have added a second Professional License Number to your profile that includes your NABP e-Profile ID and month & day of birth (mm/dd), see instructions on page 3
- b. When you register for [AVP–Evaluation and Final Assessment \(4:50\)](#), indicate that you are interested in earning credits

Registration
Are you interested in earning credits?
<input checked="" type="radio"/> Interested
<input type="radio"/> Not interested

- c. Select the type of credit you would like:

Registration
Select credit
You may be prompted to provide additional information depending on the credit type you select.
<input checked="" type="radio"/> 3 AAMA: Continuing Education Units (CEUs)
<input type="radio"/> 3 ACPE: Continuing Pharmacy Education (CPE)
<input type="radio"/> 3 ANCC: Continuing Nursing Education (CNE)
<input type="radio"/> None

- d. Provide your six-digit PIN and confirm your selection by clicking **Next** and then **Register**
- e. Click the **Launch** button to watch the Final Assessment and Evaluation You Tube video

AVP Vaccine Coordinator Training - Final Assessment and Evaluation	
< Back	Launch More Actions
	<div> In Progress Webcast (recorded) ID 1124794 Skill level: Introductory 0.08h </div> <div> Expiration Date Dec 31, 2025 8:59 PM PST </div> <div> <div>Continuing Education Start Date</div> <div>Nov 14, 2024 9:00 PM PST</div> </div> <div> <div>Continuing Education End Date</div> <div>Dec 31, 2025 8:59 PM PST</div> </div>
<p>Welcome to the vaccine coordinator training with the Office of Immunization, Adult Vaccine Program. This training module covers the following topics:</p> <ul style="list-style-type: none"> • How to apply for continuing education credit. • How to complete a final assessment and evaluation. 	

- f. When done watching the video, go back to the TRAIN.ORG page, then click on **Mark Completed**



AVP Vaccine Coordinator Training - Final Assessment and Evaluation

< Back

Post-Assessment Pending Webcast (recorded) ID 1124794 Skill level: Introductory 0.00h

Expiration Date Dec 31, 2025 8:59 PM PST

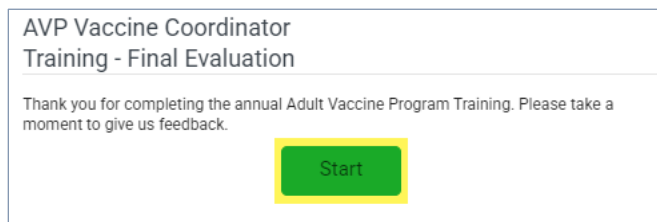
Continuing Education Start Date: Nov 14, 2024 9:00 PM PST

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

Welcome to the vaccine coordinator training with the Office of Immunization, Adult Vaccine Program. This training module covers the following topics:

- How to apply for continuing education credit.
- How to complete a final assessment and evaluation.

- g. A **Post-Assessment** window will pop up, if ready to take the test, click **Ok**, then click **Start**
- h. 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.
- i. You will be prompted to complete the Final Evaluation by clicking **Start**

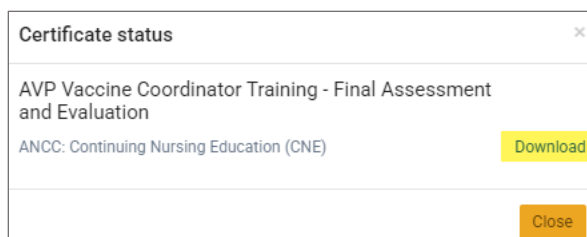


AVP Vaccine Coordinator Training - Final Evaluation

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

Start

- j. Complete the Evaluation and click **Close**
- k. On the TRAIN.org, Module 10 page, click on **Certificate** in the upper right corner. A pop-up will indicate that you have a certificate to download.



Certificate status ✕

AVP Vaccine Coordinator Training - Final Assessment and Evaluation

ANCC: Continuing Nursing Education (CNE)

Download

Close

- l. Print the certificate for your records