

# Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | [doh.wa.gov/cvp](http://doh.wa.gov/cvp) | [wachildhoodvaccines@doh.wa.gov](mailto:wachildhoodvaccines@doh.wa.gov)

## Vaccine Coordinator Training Instructions

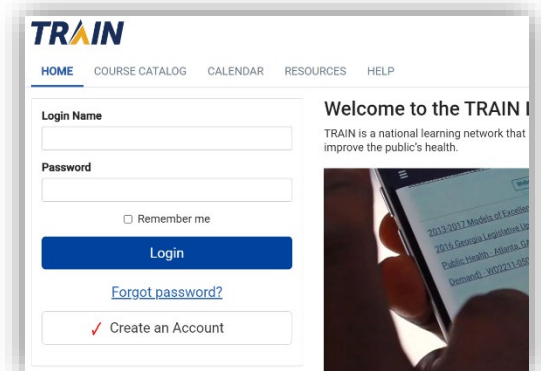
1. Create an account with TRAIN.org (see instructions below)
2. Access the training modules:
  - [Module 1 – Intro to the Childhood Vaccine Program](#)
  - [Module 2 – Storage & Handling Best Practices](#)
  - [Module 3 – Temperature Monitoring](#)
  - [Module 4 – Ordering & Receiving Vaccines](#)
  - [Module 5 - Inventory](#)
  - [Module 6 – Vaccine Returns](#)
  - [Module 7 – Vaccine Transfers](#)
  - [Module 8 – Eligibility Screening, Documentation & Billing](#)

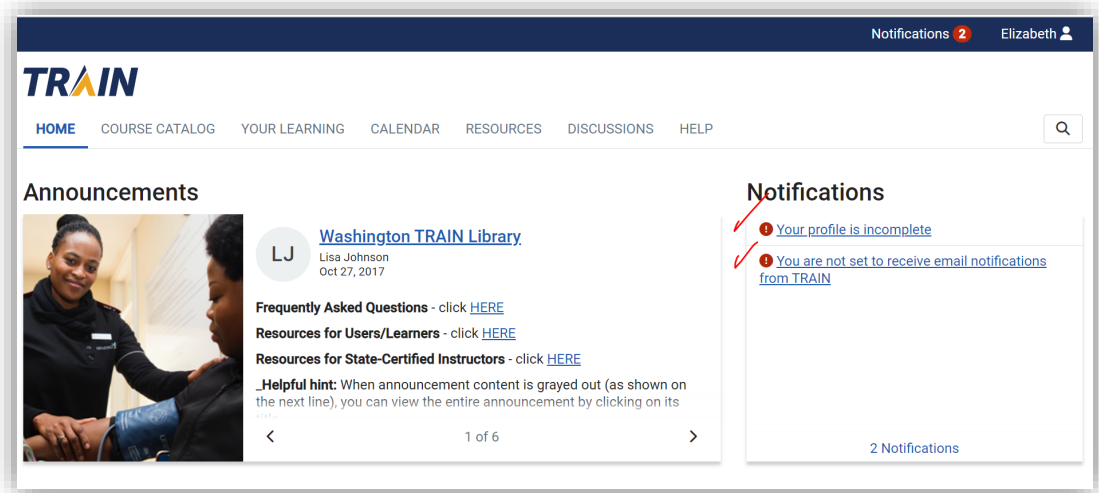
### Creating an Account with TRAIN.org

- Go to <https://www.train.org/main/welcome>.  
If you already have a TRAIN.org account, you can login

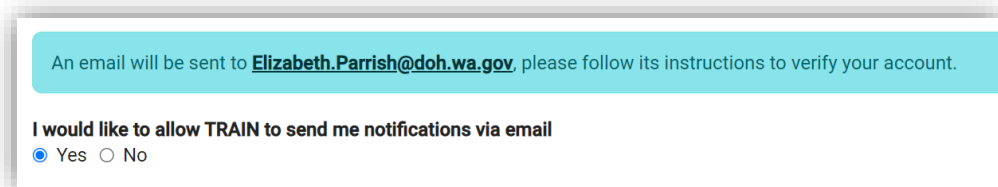
OR

- Select “Create an Account”
- You’ll get prompt to the register page and fill out the following information:
  - Login name
  - Password
  - Confirm Password
  - Email Address
  - First Name
  - Last Name
  - Zip Code
  - Checked 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

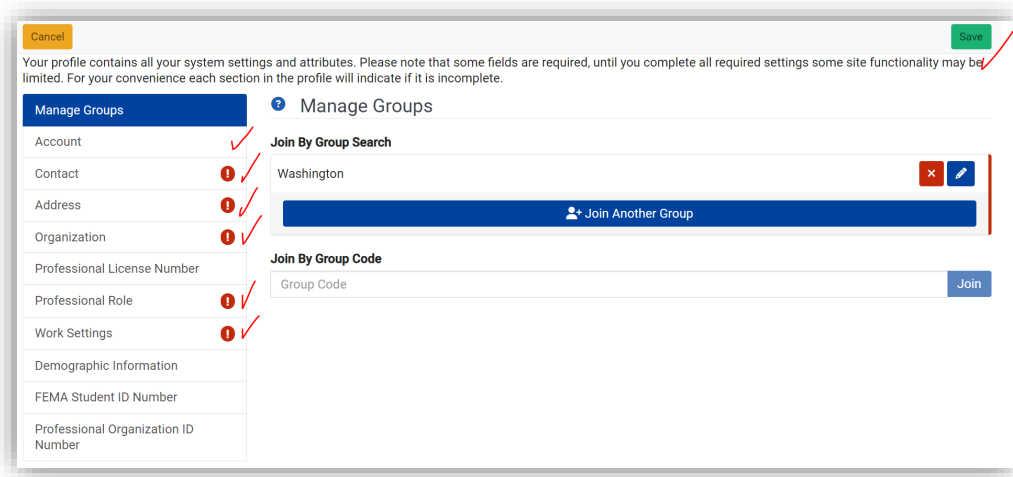




- Please complete your profile to be able to do the training
- Click on “Your profile is incomplete”
- In your profile page, click on the “Account” section on the left side Menu
- Select “Yes” to **I would like to allow TRAIN to send me notifications via email**, then follow the instructions on your email to verify your account



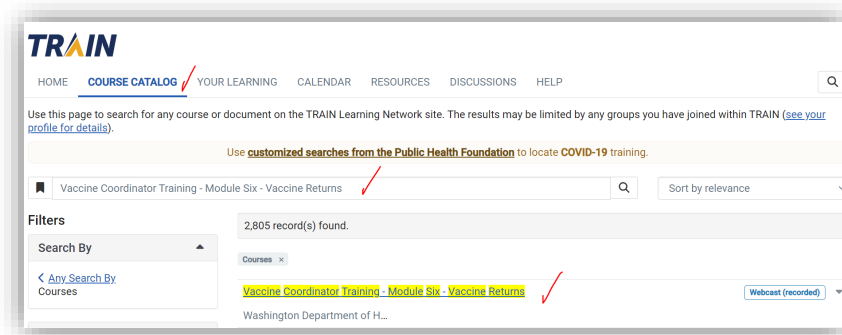
- Complete all sections with the red !, then click “Save”



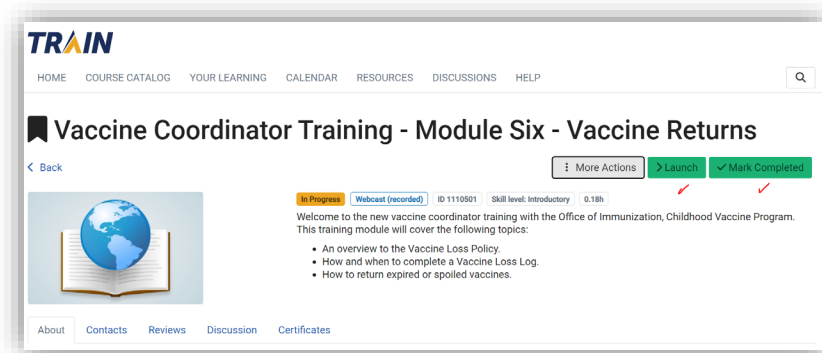
- Now, you are ready to register!

## Register and Obtain the Certificate

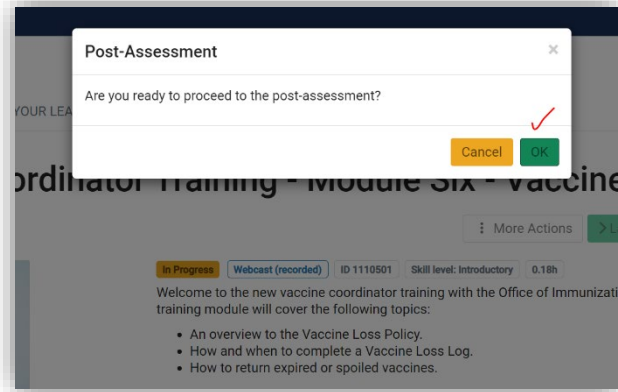
- In the HOME page, click on the “Course Catalog” Tab (top menu) and make sure that under the “Affiliate” filter on the left you have selected “Washington”
- In the COURSE CATALOG page, type in the searching bar “**Vaccine Coordinator Training,**” then search
  - Modules 1-8 for WA-DOH should show up in the “Records Found” section
- The course will be highlighted in yellow, click on it to open the course
  - The example below is for “Module Six: Vaccine Returns”
  - You should begin with Module One when completing the whole series or navigate to the specific module you have been asked to complete



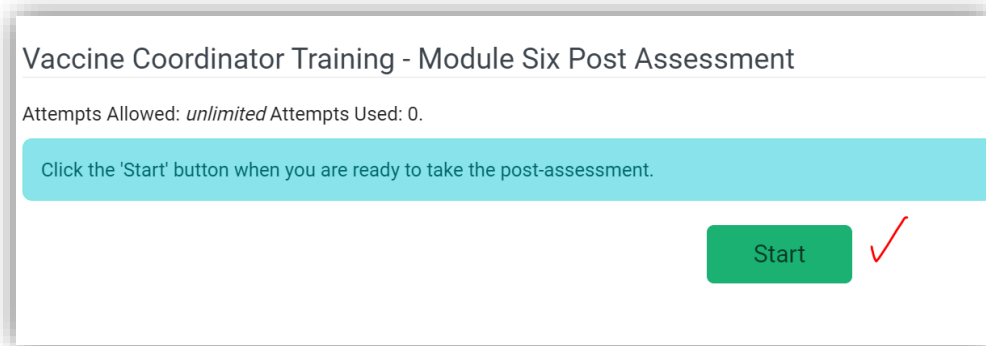
- In the Course page, click on “Launch”
- The training video (YouTube) will launch on a separate page
- When done watching the video go back to the TRAIN.ORG page, then click on “Mark Completed”



- A Post-Assessment window will pop up, if ready to take the test, then click “OK”



- In the Vaccine Coordinator Training – Module Six Post Assessment page, click “Start”



- You must have a passing score of 80% or more to get the certificate
- Once you passed the test, click “Close”
- You can submit a review about the course or click “Cancel”
- The course will show as “Passed”
- Please print certificate(s) and put them in your Childhood Vaccine Program binder

