

2015-2016  
School Year

# Child Care Immunization Manual and Course

Guidance for Child Care and Preschool Providers in Colorado



"The decision to immunize your child is a critical one, because vaccines are the single most effective protection against diseases that continue to threaten our children."

- Don Cook, M.D., Former President, American Academy of Pediatrics



Dear Child Care Provider in the 2015-16 School Year

The **Child Care Immunization Manual and Course: Guidance for Child Care and Preschool Providers in Colorado** was developed to help you learn more about immunizations and the immunization requirements for children in a child care or preschool setting in Colorado. Children’s immunizations are a licensing requirement through the Department of Human Services and a well vaccinated student population will help keep your kids healthy and safe.

**You can** earn 2.5 **contact hours** toward your child care licensing requirement. A new test is developed annually, so you may take the test every year for credit. The Manual and Course will be updated annually so please keep an updated version for current immunization guidance. This 2015-16 School Year version will expire on June 30, 2016. The 2016-17 School Year version will be available on July 1, 2016 and will reflect the new reporting and parent exemption processes.

Please download the Manual and Course as you will need it to refer to when answering the test questions electronically on Co.Train. Instructions to access the test are on the last page of the manual. It is also important to download supportive documents, especially “[The Child Care Immunization Chart for the 2015-16 School Year](#).” This chart will help you answer many of the questions in the test. After successfully completing the test on Co.Train, you will be able to print your Certificate of Completion for 2.5 credit hours.

Thank you for all you do to care for Colorado’s children.

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## Why are Childhood Immunizations Necessary?

Children need immunizations (also called vaccinations or “shots”) to protect them against serious diseases. When children do not receive immunizations there is always the possibility of becoming infected by diseases that can cause rashes, fevers, coughing, choking, brain damage, heart problems, paralysis, deafness, and liver disease. Because of their close contact, children in child care settings can easily spread diseases to one another.

- Preschoolers who are behind on their shots need to be vaccinated to “catch up” and be protected.
- Many parents think that children only need shots when they are ready to enter kindergarten. *This is not true.* Children need to be vaccinated when they are babies and **need most of their shots before the age of two.**
- Parents should check with their health care provider or clinic to make sure their child is up-to-date on their shots.

**“Immunizations - a true medical success story. Without question, immunizations protect our children from dangerous infections that can cause long-term disease, disability, even death.”**

**Don Cook, M.D., Former President, American Academy Pediatrics**

## Colorado Immunization Law

The Colorado Board of Health requires that children attending schools (including child care facilities & preschools) have specific vaccinations. The Colorado School Entry Immunization Law requires that schools shall have on file an official [Certificate of Immunization](#) for every student enrolled. A parent will typically provide you with an immunization record from a doctor's office or clinic. If the parent does not provide the immunizations on an official Certificate of Immunization, **it is required that you transcribe that clinic record onto a Certificate of Immunization.** These rules regarding immunizations are developed to protect the public's health and are a guide for schools.

As part of the law, in order for a child to attend a school or child care, they must:

- Have a Certificate of Immunization with vaccines recorded on file with the child care
- Or
- A signed [exemption](#) form on file with the child care

### (No immunization record? No school attendance!)

- If a child has an ["incomplete" immunization record](#) or needs to update the record, the school will give the parents "direct personal notification." The parent will then have 14 days to get the required shots for their child or to make a plan to get that shot as soon as possible.
- Each school must have on file an approved [Certificate of Immunization](#) for every student and a copy of that form can be downloaded from the Immunization Website.
- The Colorado Department of Public Health and Environment (CDPHE) - the State Health Department - may look at and check the immunization records kept by private childcares licensed by the Department of Human Services. Licensed childcares and preschools are inspected to insure the health and safety of children in your facility and the inspectors may look at immunization records during those inspections.
- If a child **does not receive the required shot(s)** or did not follow up on the plan to get the shot(s) after the parent received the 14 day "direct personal notification," that child **will not be allowed** to attend your child care according to the school immunization law.
- If other children at the school have a vaccine-preventable disease, all un-immunized or under-immunized children may be told to stay home from school.

The best tool for your immunization tool box is the Child Care Immunization Chart 2015-16 SY. This chart is located on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

## "In Compliance" with School Immunization Law

To be in compliance with the Colorado Immunization Law ONE of the follow must occur:

1. Children are up-to-date on all their required immunizations

OR

2. Children have an appropriate signed exemption in the their file

OR

3. Children are “in process” for getting up-to-date on immunizations

## Parent Letter

A parent letter describing required and recommended vaccines is **required** to be sent to parents of children in your facility yearly and is located on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

## Certificate of Immunization (CI)

Each child in the school **must** have an official Certificate of Immunization on file showing the child’s immunizations. The format of a Certificate of Immunization is approved by the CDPHE.

You can find the Certificate of Immunization by going to our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

An official Certificate of Immunization may come in several forms, such as:

- 8 ½ by 11-inch paper version (From our website)
- Immunization Administration Record Sheet or Card (from clinics)
- Any “alternative” Certificate of Immunization approved by the CDPHE

A copy of a Certificate of Immunization is acceptable - including faxed copies.

The type of vaccine and the date (month, day, year) the vaccine was given must be recorded on the Certificate of Immunization. If a child comes to your childcare facility with an immunization record that is not on an official Certificate of Immunization form, it is the responsibility of the childcare staff to carefully copy the information onto the official form.

The Certificate of Immunization is an ongoing document. In other words, do not use a new Certificate of Immunization each year even if there is a new vaccine requirement. Continue to use the child’s original Certificate of Immunization and write any new required vaccine in the “other” line if you need to. This lessens the problem of making errors when copying immunizations to the CI.

The Certificate of Immunization includes several “optional” signature lines based on age and grade. This allows you to check a box and provide a signature to indicate that a child is up to date at a specific age. It also allows for better record keeping and tracking of children’s immunization status. Remember that when any new Certificates of Immunization are available, it is **not necessary to recopy** onto the new Certificates.

It is not a requirement to have a physician or RN signature on the Certificate of Immunization. The Certificate of Immunization is **NOT** to be completed by a parent.

COLORADO LAW REQUIRES THAT THIS FORM BE COMPLETED FOR EACH STUDENT ATTENDING COLORADO SCHOOLS							
Name _____				Date of Birth _____			
Parent/Guardian _____							
COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT—CERTIFICATE OF IMMUNIZATION							
Vaccine	Titer Date	Enter the month, day and year each immunization was given					
Hep B	Hepatitis B						
DTaP	Diphtheria, Tetanus, Pertussis (pediatric)						
DT	Diphtheria, Tetanus (pediatric)						
Tdap	Tetanus, Diphtheria, Pertussis						
Td	Tetanus, Diphtheria						
Hib	Haemophilus influenzae type b						
IPV/OPV	Polio						
PCV	Pneumococcal Conjugate						
MMR	Measles, Mumps, Rubella						

## Incomplete Immunizations and the 14-Day Rule (In Process)

If a child is in your facility and is due for a shot, you can notify the parent using the “Notice of Required Immunizations:” located on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

If a child comes to the childcare facility with an incomplete immunization record or falls behind on the required immunization schedule, notify the parent by “direct personal notification” (by telephone, e-mail, in person or in writing).

The parent has 14 days to make sure the child receives the required shot(s) and/or has a plan to get the shot(s). Then there must be a written plan for the child to receive any remaining required shots. You can use the “Notice of In-Process” on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

It would be ideal if parents would provide any new vaccine records so remind them to do so. You can develop a “tickler system” for keeping track of a child’s immunizations, as described in the next section.

## Tickler System for Keeping Track of Children’s Immunizations

This system requires a card file with index cards, a box to hold them, and a set of monthly index card dividers (January - December).

For a child needing future immunizations, enter his or her name on an index card and list all doses that will be needed. Using the Child Care Immunization Chart, determine when the next dose is due and note the deadline date on the upper right-hand corner of the follow-up card.

Use the “Child Care Immunization Chart” on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

- File each follow-up card by the month the immunization record is due.
- At the beginning of each month, call, email, or send a letter or email to the parents to let them know that shots are due and inform them of the due date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the *Certificate of Immunization* when the doctor or clinic record is given to you by the parent.
- Repeat the steps above if additional immunizations will be needed in the future until all immunization requirements are met.
- It is required by law to exclude children whose parents do not provide proof of up- to-date immunization records after the “exclusion” date you provided.
- When no more immunizations are needed, remove the card from the file box.

This process can also be set up for tracking electronically if you prefer not to use a box.

## Exemptions from Receiving Immunizations

A student may have an exemption from receiving the required shots for the following reasons:

- **Medical** - the child is unable to receive vaccination due to a medical/health issue; must be signed by a health care provider (In a disease outbreak, unimmunized children may be excluded).
- **Religious** - has a religious belief, including teachings opposed to immunizations; must be signed by parent or guardian (In a disease outbreak, unimmunized children may be excluded).
- **Personal** - has a personal belief against immunizations; must be signed by parent or guardian (In a disease outbreak, unimmunized children may be excluded).

**A note about Personal Exemptions:** Personal exemptions are to be signed by parents only if they have a personal or philosophical belief against vaccines or choose not to vaccinate according to the accepted immunization schedule. The personal exemption is NOT to be used for “convenience” as this is a misuse of the exemption process.

The exemption form is found on the second page of the Certificate of Immunization and is located on our website, [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com), under the *School Immunization* section.

## Step by Step Process for Collecting Immunizations in Your Child Care

1. Collecting immunization records is required by the School Immunization Law and is one of your responsibilities as a licensed facility through the Department of Human Services.
2. Collect the child's immunization record at registration. If the parent has a true personal or religious belief against immunization, they are to sign the exemption form on page 2 of the Certificate of Immunization. Medical exemptions will be signed by a health care provider and presented to you by the parent.
3. Having a parent sign an exemption because they don't have their immunization record is a misuse of the exemption process.
4. Once you receive the immunization record, **copy** those immunizations onto the Certificate of Immunization. Determine if the child is up-to-date using the Child Care Immunization Chart.
5. If the child becomes due for an immunization while at your facility contact the parent to inform them that they have 14 days to have their child immunized or to provide a written plan to become immunized. If the parent can get the immunization immediately, you can also send them a "Notice of Required Immunization" which the parent can give to their health care provider.
6. If a child at your facility has to catch up on immunizations, inform the parent they have 14 days to either get the required vaccine(s) or provide a written plan to get the vaccines. You can use the "Notice of In-Process" as written documentation.
7. Track the required vaccines by using the Tickler Box mentioned above or track vaccines using an electronic system specifically designed for that purpose. Do this on a monthly basis in order to stay on top of this task. It may be very involved initially but it becomes much easier once you've got the system organized. Ask your Child Care Health Consultant for support.

## Colorado Immunization Information Systems (CIIS)

Need help with your immunization records? We got you covered!

Keeping track of shot records has never been easier! Participate in the Colorado Immunization Information System (CIIS) and you can gain information on your student's immunizations in your licensed child care center or family home.

CIIS is a confidential web program that collects information on immunizations. This program is run through the Colorado Department of Public Health and Environment. It allows child care providers to see immunizations records for children at their facility.

CIIS can simplify your record-keeping by:

- Providing free and secure 24/7 access to immunization records online
- Allowing you to check records and exemptions
- Allowing you to see if children are missing required immunizations or have incomplete immunization records.
- Print off the required "Certificate of Immunization" (CI) from the system (this decreases your efforts to transcribe many, if not all, of the child's immunizations onto the CI)

For more information on how your child care facility can join CIIS, Please contact Megan Berry at [megan.berry@state.co.us](mailto:megan.berry@state.co.us) or 303-692-2736

## Required Immunizations

Vaccine	Vaccine Description
DTaP	DTaP is a combination of Diphtheria, Tetanus, and acellular pertussis. A child should have 4 DTaP shots by 19 months of age. A child will have a fifth DTaP shot between the ages of four and six years to prepare for kindergarten entry unless the fourth DTaP shot was given at four years of age. The vaccine is only licensed for kids through 6 years of age so when children turn 7 years they are not to receive this vaccine.
IPV	IPV is inactivated polio vaccine and is given as a shot, replacing the oral vaccine (OPV) in the U.S. By 5 months of age, a child should have at least two polio vaccinations. A child will have a 4 <sup>th</sup> polio shot between the ages of four and six years to prepare for kindergarten. If the 3 <sup>rd</sup> polio shot was given at four years of age <b>and was given at least 6 month after the last dose</b> the requirement is met and no further polio vaccinations are needed.
Hib	Hib vaccine protects against the bacteria called Haemophilus influenzae type b. The schedule for Hib depends on when the child first starts getting the vaccine. If a child is five years old, the vaccine is no longer required. If the child has their first Hib vaccine at or after 15 months of age, the requirement is only one dose. If the first dose of vaccine is given between the ages of 12 to 14 months, two doses are required. If the child is given their first dose before the age of 12 months, three doses are required and another dose after 12 months of age. Hib is commonly given as “combined” vaccines <b>and the schedule may vary slightly.</b>
MMR	MMR is a vaccine that protects against Measles, Mumps, and Rubella (“German Measles”) viruses. The child must be <b>no younger than 4 days before</b> 12 months of age before receiving his or her first MMR shot. If MMR was given more than 4 days before the 1st birthday, it cannot be accepted and is an invalid dose. The invalid dose must be repeated in order for the child care to be in compliance. The second MMR shot is typically given between four and six years of age, however can be given 4 weeks after the first dose.
Hep B	Hep B is the Hepatitis B vaccine that protects against the liver disease caused by the Hepatitis B virus. Three HBV shots are to be given by the time the child turns 19 months of age. The first dose of this vaccine is typically given at birth (birth dose) and the 3 <sup>rd</sup> dose <b>is not to be given until the child turns 24 weeks of age.</b>
PCV13	PCV13 is the vaccine that protects against pneumococcal disease caused by bacteria. One to four shots are given depending on how old the child was when he/she received the first shot (See “Child Care Immunization Chart 2015-16 School Year”).
Varicella	Varicella vaccine protects against chickenpox, a common childhood disease. Unless the child has had the chickenpox disease, they will need one dose of varicella vaccine no sooner than 4 days before the first birthday and a 2 <sup>nd</sup> dose <b>before the child turns 7 yrs of age.</b> If a child had a case of chickenpox, it must be documented by a health care provider <b>or screened by the nurse.</b> This documentation is considered a reliable history of disease and the child will not need a vaccination as he/she is considered immune. (MMRV is measles, mumps, rubella and varicella vaccine)

## Immunization Schedule for Pre-Kindergarten Settings

Vaccine	Number of Doses and Age Vaccine Must Be Received By
DTap	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dose received by 3 months of age</li> <li>• 2<sup>nd</sup> Dose received by 5 months of age</li> <li>• 3<sup>rd</sup> Dose received by 7 months of age</li> <li>• 4<sup>th</sup> Dose received by 19 months of age</li> </ul>
IPV	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dose received by 3 months of age</li> <li>• 2<sup>nd</sup> Dose received by 5 months of age</li> <li>• 3<sup>rd</sup> Dose received by 19 months of age</li> </ul>
Hib	<p>If the vaccine series is started before 12 months of age:</p> <ul style="list-style-type: none"> <li>• 3 doses, 4 - 8 weeks apart and 1 additional dose after 12 months of age</li> </ul> <p>If the series is started between 12-14 months of age:</p> <ul style="list-style-type: none"> <li>• 2 doses, each 8 weeks apart</li> </ul> <p>If the series is started at 15 months of age or older:</p> <ul style="list-style-type: none"> <li>• 1 dose</li> </ul> <p>No doses are required when child turns 5 years of age.</p>
MMR	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dose received by 16 months of age</li> </ul> <p>1<sup>st</sup> dose can be given no sooner than 4 days before the 1<sup>st</sup> birthday.</p>
Hep B	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dose received by 1 month of age</li> <li>• 2<sup>nd</sup> Dose received by 3 months of age</li> <li>• 3<sup>rd</sup> Dose received by 19 months of age</li> </ul>
PCV13	<p>If the vaccine series is started between 2-6 months of age:</p> <ul style="list-style-type: none"> <li>• 3 doses, 4 - 8 weeks apart and 1 additional dose after 12-15 months of age at least 8 weeks after last dose</li> </ul> <p>If the series is started between 7-11 months of age:</p> <ul style="list-style-type: none"> <li>• 2 doses, each 8 weeks apart and 1 additional dose after 12-15 months of age</li> </ul> <p>If the series is started between 12-23 months of age:</p> <ul style="list-style-type: none"> <li>• 2 doses, each 8 weeks apart</li> </ul> <p>One dose meets the requirement for those 24 months - 4 years of age. No doses are required when child turns 5 years of age.</p>
Varicella	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Dose received by 16 months of age unless the child has had the disease</li> </ul> <p>1<sup>st</sup> dose can be given no sooner than 4 days before the 1<sup>st</sup> birthday.</p>

## Additional Recommended Vaccines

Other vaccines that are not 'required' but are 'recommended' for some ages include:

- RotaTeq protects against a diarrheal illness caused by Rotavirus

- Hep A which protects against the liver disease Hepatitis A
- Influenza which protects against the flu

## Child Care Staff (Adult) Immunizations

It is so important that child care staff is appropriately immunized to protect themselves, their families and the infants and children they care for in the child care setting. The Department of Human Services (DHS), the licensing agency for Colorado child cares, state in the Rules Regulating Child Care Centers “staff must be current for all immunizations routinely recommended for adults by their Health Care Provider.”

CDC recommends several adult immunizations:

Vaccine	Vaccine Description
Chickenpox (varicella)	2 doses of the series for those who have not had chicken pox disease
Hepatitis B	3 dose series for staff who perform tasks that involve exposure to blood or body fluids
Hepatitis A	Frequently recommended for child care workers (2 dose series)
Influenza (flu)	All child care personnel should receive an annual vaccination against flu.
Measles, Mumps and Rubella (MMR)	2 doses protect against disease. Staff born in 1957 or later who don't have a lab verified blood test proving immunity to the diseases, should receive 2 doses of MMR, 4 weeks apart.
Tetanus, Diphtheria and Pertussis (Tdap)	A one-time dose of Tdap should be administered as soon as possible to all child care personnel who have not received Tdap previously. (Colorado had a pertussis epidemic in 2012 and infants and young children were the most vulnerable individuals).
Pneumococcal	1 dose is generally recommended for persons 65 years of age and older. Also recommended for adults 19 years of age diagnosed with asthma or for adults who are smokers.

Some insurance companies cover immunizations, so obtaining those vaccines will be an important part of maintaining your health and the health of the children you care for. An additional resource for lower cost vaccines is your local public health department.

## Colorado Website for Schools, Child Cares and Preschools

The Colorado Immunization Section provides a “School Immunizations” page for your use. This page includes required parent letters, charts for reading immunization schedules, forms, the Child Care Immunization Course and other important documents to support your efforts to make sure that you are in compliance with the School Immunization Laws: [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com) and then click on “School Immunizations.”

## Talking to Parents about Vaccine Safety

Because of the many misleading and distorted news reports, parents have become increasingly fearful or hesitant about having their child immunized. Parents also want to protect their child from vaccine-preventable diseases and sometimes need direction about what is the best thing to do for their child's health.

The Colorado Children's Immunization Coalition, in collaboration with the Colorado Department of Public Health and Environment, created a wonderful parent immunization website that provides lots of factual information about vaccines and how they protect against disease. It would be great if you, as a child care provider, viewed this site and recommended it to parents. It provides honest, factual information about vaccinations and vaccine safety and will help you guide parents in making good choices about their child's health. Encourage them to talk to their doctor or clinic about vaccinating their child. The website is geared specifically towards parents, and will answer many questions:

- [Immunize for Good](#)
- [Voices for Vaccines](#)
- [Vaccinate Your Baby](#)
- [Vaccine Education Center from the Children's Hospital of Philadelphia](#)
- [Colorado Department of Public Health and Environment Immunization Education Module](#)

### House Bill 1288 (HB-1288)

Colorado Legislators passed HB-1288 in May of 2014. Part of this bill requires child cares, preschools and schools to give their immunization and exemption rates to anyone upon request. Because of this new requirement, it is more important than ever to make sure you've collected all of your required immunizations and that exemptions (for parents who are opposed to vaccines) are signed and filed in the child's chart. By keeping up-to-date on your record keeping, it is hoped that your immunization rates show that the children in your facility are being protected against vaccine preventable diseases.

*"Child Care and School Immunization Rate Guide"* is the tool created to help you calculate your rates: Go to [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com) and click on *School Immunizations*.

**Follow the directions on the guide and you will come up with the rates for up-to-date immunizations and medical and non-medical exemptions.**

- 1 Count the doses of immunizations from the Certificate of Immunization and record them on the worksheet.
2. Count medical, religious and personal exemptions and record them on the worksheet.
3. Count the students who are in-process and record those numbers on the worksheet.

## Supporting Child Cares and Preschools in Keeping Children Healthy

The Immunization Branch at the Colorado Department of Public Health and Environment (CDPHE) provides assistance in many areas of child, adolescent, and adult immunizations. For details about Colorado's School Immunization requirements, contact:

Jamie D'Amico RN, MSN, CNS at 303-692-2957 or [jamie.damico@state.co.us](mailto:jamie.damico@state.co.us)

For immunization materials and other resources, be sure to log on to the immunization website and go to the "School Immunization" link at [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com)

## Immunization Course for Childcare Providers in Colorado Signup Procedure

### Creating an Account with CO.Train

1. To sign up for the Immunization Course for Childcare Providers course, logon to the website: [www.co.train.org](http://www.co.train.org).
2. You must first create an account by clicking on "Create Account" under Member Login on the left side of the page under the Home tab.
3. Review the CO.Train policies and check the box agreeing to the policies. Click the Next button.
4. Fill out the information page to create your login name and password. Each field must be filled out beside the optional fields on the right side of the screen.
  - a. Under the Organization name and Department/ Division fields, enter the word *none*. Click the Next button.
  - b. Select the region of your work place under the drop down menu after referring to the region map. Then, select the county under the county drop down menu. Click the Next button.
  - c. Answer the question pertaining to the Medical Reserves corps by selecting "yes" or "no." Click the Next button.
  - d. Answer the question pertaining to additional CDC Training by selecting the "no" option. Click the Next button.
  - e. Select your professional role, Childcare Provider. Click the Next button.
  - f. Select your work setting. Click the Next button.
  - g. Enter your demographic information. Click the Next button.
  - h. Your account has been created. Click the Continue button.

### Registering for the Course

1. Once you are logged into your account, click on the **Search** at the top left-hand side of the screen.
2. Click on the **Search** option.
3. Enter *Immunization Course for Childcare Providers* and select the “Course Title” option. Click the **Search** button.
4. Select the *Immunization Course for Childcare Providers*; it should be the only option.
5. The next screen will give you the course information and description. The course ID should be **1025057**.
6. Click on the **Registration** tab. Under the “Select Credit Type” drop down menu, select **Contact Hours**. Click the **Launch** button and begin the course.

### Navigating the On-Line Course

1. To move from page to page, click on the **arrow keys** at the top of the page.
2. The **Home** button brings you back to the first page.
3. Clicking on a link brings up a separate window for viewing purposes. Exit out of the link window to return to the course. Technical support: 303-692-3020