



How To Add Required Staff Training



Connecticut Department of Public Health
Keeping Connecticut Healthy



Training Requirement

2022 Training Requirement For Primary and Back Up Coordinator

For the 2022 re-enrollment the required training is to have attended the Fall CVP Webinar on September 21, 2021, or to have reviewed the recording on our website.

This training must be completed by the primary and backup vaccine coordinator in order to fulfill training requirements.

Fall CVP Webinar Recording: [Immunizations \(mediasite.com\)](#)

Add Training in CT WiZ

To document that you either attended the Fall CVP Webinar or viewed the recording please follow steps below

1. Select Clinic Tools, Clinic Information, Clinic Staff
1. Click on “Edit” next to the appropriate staff member.
2. Click on “Add Training” at the bottom of the screen.
3. Select the **Fall CVP Webinar** from the dropdown.
4. Enter the date you the webinar was completed (no certificate or CE number is required).
5. Click on “Save” when finished.
6. When finished with all the updates on this screen, click on “Update” then “Cancel”.
7. Repeat the steps above to document training for additional staff.

Clinic Staff Change Request 

Specialty	Title
PRIMARY CARE	FAMILY NURSE PRACTITIO

Training Section

Course Name	CE Number	Completion Date	Upload Certificate
SITE VISIT/YOU CALL THE SHOTS MODULES	SITE VISIT	08/29/2019	
SITE VISIT/YOU CALL THE SHOTS MODULES		09/30/2020	
FALL CVP WEBINAR		09/22/2021	