

For Enrollment

Please gather the following documents, which must be uploaded during the VFC enrollment process.

(Accepted file formats: JPEG, JPEG, PNG, PDF, Excel, or MS Word. Maximum file size: 4MB.)

- ☐ Completed VFC temperature logs (three days at minimum) and data logger downloads
- ☐ Documentation of vaccine storage equipment setup
 - ☐ Picture(s) showing interior of vaccine storage units
(must clearly show placement of vaccines, data logger probe, and water bottles)
 - ☐ Picture(s) showing exterior of vaccine storage units
(must clearly show entire vaccine storage unit)
 - ☐ Picture(s) of data logger digital display and setup
 - ☐ Pictures of [“Do Not Unplug” signage](#) placement
- ☐ Copies of certificates of calibration for primary and backup data loggers
- ☐ Completed [Vaccine Management Plan \(Word template\)](#) or [Vaccine Management Plan \(PDF, 1.16 MB\)](#)
- ☐ Federally Qualified Health Centers/Rural Health Centers (FQHC/RHC) must upload a copy of their license/certification or fax a copy to 877-329-9832.