

Provider Enrollment: Before You Enroll

California COVID-19 Vaccination Program



Providers with an active license in California and who possess and administer vaccines are eligible to enroll in the California COVID-19 Vaccination Program. To receive State doses, local providers, medical groups, health systems, multi-county entities, pharmacies, and [HRSA community health centers](#) will enroll in [myCAvax](#). Your application will be reviewed and verified by CDPH prior to approval.

Section A: Provider Requirements & Legal Agreement

Organization Coordinator is the Point of Contact who enrolls the provider organization in myCAvax. This role will complete Section A, identify affiliated locations (under the same CEO) who are to receive or administer COVID-19 vaccines, register with VaccineFinder and determine whether Organization or Locations will report inventory daily, and monitor all program communications.

Who signs? Organization's Chief Medical Officer (or equivalent medical official) and Chief Executive Officer (or chief fiduciary/legal official) must agree to the conditions of program participation and DocuSign the CDC Provider Requirements & Agreement on behalf of your Organization.

Section B: Provider Profile Information

Each location must have an **on-site** primary and backup **Location Coordinator**, typically filled by vaccine coordinators. This role will enroll the provider location in myCAvax; receive vaccines, monitor temperatures, and manage vaccine inventory; receive emails regarding allocations, shipments, and temperature monitoring; may be delegated to report inventory to VaccineFinder; and may transport vaccines for mass vaccination clinics. The Location Coordinator completes Section B and submits the application to CDPH for review.

Who signs? Medical or Pharmacy Director (or Vaccine Coordinator) responsible for location's adherence to CDC Provider Agreement terms must DocuSign Section B.

Step 1: Review Program Requirements

Review [CDC Provider Agreement](#) to ensure your facility can meet all program requirements. Go to [Program Enrollment](#) to review Steps to Participation (in the TPA Network) to ensure you are willing to participate in order to receive vaccine. **(Providers of Pediatric Services, Individual Practitioners and Small Practices Not Contracted by the TPA may opt out of the TPA Network. [Read more.](#))**

Step 2: Enroll in IIS

Each vaccination location must be enrolled in the California Immunization Registry (CAIR) and have their own unique IIS Registry ID (e.g., CAIR Org Code); locations may not share the Organization's IIS ID. If your facility is not currently enrolled, please [enroll in your local registry](#) now. If your location is already enrolled in

CAIR2/SDIR/RIDE and has its own unique IIS ID, do not enroll again; use your existing CAIR Org Code. **CAIR training is not required if using My Turn, or an EHR/EMR connected to My Turn or CAIR.**

Doses administered must be reported daily to CAIR. Providers use **My Turn** (or an EHR that connects to My Turn) to record vaccination data and report doses used. **(Providers of Pediatric Services, Individual Practitioners and Small Practices Not Contracted by the TPA may opt out of My Turn if using an EHR/EMR connected to CAIR2, RIDE or SDIR. [Read more.](#))**

Step 3: Confirm Storage & Handling Equipment Complies with CDC

Storage Units: Your equipment must meet guidelines and be installed prior to approval. Use purpose-built or pharmaceutical-grade units designed specifically for storage of biologics, including refrigerated and frozen vaccines. These units can be compact, under-the-counter style or large units. If pharmaceutical units are not an option, commercial or household standalone units are also acceptable. If necessary, combination units can be an acceptable alternative, but these units cannot maintain the required temperature ranges for frozen COVID-19 vaccines and experience more frequent temperature excursions; you must have a separate freezer unit if storing frozen COVID-19 vaccines. Do not store any vaccine in a dormitory-style or bar-style combined refrigerator/freezer unit under any circumstances. (See CDC's **Vaccine S&H Toolkit**.)

Data Loggers: Storage units must be equipped with a digital data logger designed for your storage unit temperatures; devices with a buffered probe provide more accurate measurements. Always use devices with a current and valid Certificate of Calibration Testing. **Non-compliant equipment will delay approval.**

Step 4: Complete Provider Enrollment Worksheet

The application is detailed. Complete the **Provider Enrollment Worksheet** to gather all the required information before applying online.

Step 5: Notify Responsible Officers

Notify roles identified above (Section A: CMO and CEO; Section B: Medical/Pharmacy Director or Vaccine Coordinator) that they must sign the relevant sections; roles will be emailed (subject: E-Signature Requested for the COVID-19 Vaccination Program) and can DocuSign without logging into myCAvax.

Step 6: Complete Required Training

Providers and key practice staff managing, handling, or administering COVID-19 vaccines must complete the required training to meet federal and state requirements. Organization and Location Coordinators will complete the training in **myCAvax** after they login for the first time and set their passwords; other staff should access the **COVID-19 Required Training** website.

Step 7: Complete CDC Provider Agreement in myCAvax

The enrollment application is completed and signed in **myCAvax**. To get started, Organization Coordinators follow instructions in **Enrolling Provider Organizations** (Section A); after Section A is complete and signed, Location Coordinators follow **Enrolling Provider Locations** (Section B) to complete the application.

Follow the instructions to login, set your password, take the required training, and complete the enrollment application. Applications are carefully screened and key data verified before approval. While vaccine supply is limited, not all approved applicants may be allocated vaccine initially.

A Note about Redistribution: Providers wishing to receive vaccines in a central depot and routinely redistribute vaccines to other locations must apply for authorization. Applications are submitted during enrollment. (See [Before You Apply](#).)

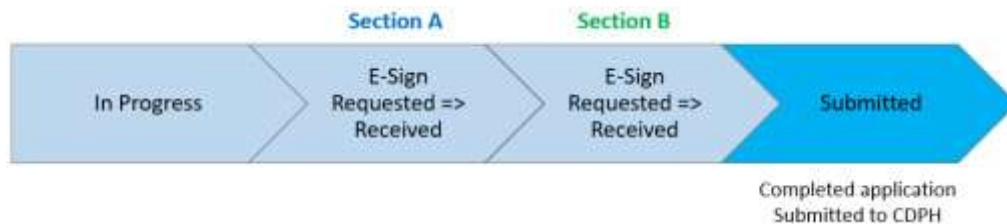
Enrollment Checklist

Section A	Set Up Your Organization	
Organization Coordinator	Point of Contact starts enrollment process, completes Section A, forwards legal agreement to CMO & CEO for DocuSign, and invites affiliated locations (reporting under same CEO) receiving or administering COVID-19 vaccines to complete Section B Provider Profile.	<input checked="" type="checkbox"/>
	Register and complete COVID-19 Required Training in myCAvax.	<input type="checkbox"/>
	Complete Section A in myCAvax including these details: <ul style="list-style-type: none"> • Organization address, Point of Contact, number of affiliated locations • Contact info and signatures of CMO and CEO (or equivalents; see above) • Location Name; Location Coordinators and phones and emails 	<input type="checkbox"/>
	Complete CDC Redistribution Agreement (if applicable).	<input type="checkbox"/>
	Requires Verification of: Organization address, CMO licensure in CA	
Section B	Enroll Your Locations	
Location Coordinator	Completes Section B for their location, ensures Medical/Pharmacy Director DocuSigns, and submits enrollment application to CDPH for review and approval.	<input checked="" type="checkbox"/>
	Enroll in California Immunization Registry (CAIR) local registry (if not already enrolled). <ul style="list-style-type: none"> • Obtain IIS Registry ID (CAIR Org Code) for your location 	<input type="checkbox"/>
	Register and complete COVID-19 Required Training in myCAvax.	<input type="checkbox"/>
	Complete Section B (even if Organization is only location) in myCAvax including these details: <ul style="list-style-type: none"> • Contact info and signature of Medical or Pharmacy Director • Location shipping and administration addresses • Primary/backup Location Coordinators & contact info (phone & email) • VFA and VFC PINs (if applicable) • Storage unit types, thermometer models/serial numbers, calibration expiration dates • Number of vials that can be stored (refrigerator, freezer, ultracold freezer) • Receiving days/times (full-day receiving, or 4-hr window on day other than Monday) • Populations served by location, provider type, vaccination setting • Nos. of children, seniors, adults; peak # of flu vaccine recipients; # of unique patients • IIS ID (CAIR Org Code) for this location • Names of provider(s) with prescription privileges licensed in CA, titles, license nos. 	<input type="checkbox"/>

	<p>CDPH Verifies</p> <ul style="list-style-type: none"> • IIS ID (each location must enroll in CAIR and have unique Org Code) • Storage & handling equipment (storage units/data loggers must meet requirements) • Certificates of Calibration (data loggers must not have expired certificates) • Redistribution (only if another location receives on your behalf) • Addresses; VFC/VFA PINs (if applicable) 	
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Enrollment Application Statuses

While Organization and Location Coordinators are completing their sections in myCAvax, the enrollment application progresses through various statuses:



Once the Location Coordinator completes Section B and submits the application, CDPH will review and verify key data. Your application progresses through additional statuses until it's approved, and a new account is created in myCAvax. You'll then access the **Account**—not the application—to manage your site's data.



Next Steps

Once your enrollment application has been approved, complete these final steps:

- Ensure critical emails (allocations, order confirmation, advance shipments) aren't blocked
- Ensure providers and key practice staff complete required training before vaccines arrive
- Complete onboarding to My Turn (or connect using their API from your EHR)
- Register for VaccineFinder to report inventory daily

(See [Provider Enrollment: Next Steps](#) for details.)

Reminder of Key Enrollment Requirements

Staff preparation and training are key to ensure adherence to all enrollment requirements, including

- completing [COVID-19 Required Training](#),
- enrolling **each location** in your local Immunization Information System (CAIR2, SDIR, RIDE),
- reporting administration data to CAIR2/SDIR/RIDE daily (using My Turn or EHR/EMR),
- reporting inventory to VaccineFinder daily,
- reporting redistribution/transfers, shipment incidents, excursions, and waste daily in myCAvax