



COVID-19 Provider Enrollment Checklist

In an effort to ensure that all COVID-19 enrolled sites meet the federal CDC requirements prior to COVID-19 vaccine distribution, the Maine Immunization Program requires the following documents be sent for enrollment approval:

- [COVID-19 Vaccination Program Provider Agreement](#)

- o Sections A & B must be sent together in the electronic fillable PDF format
- o If signatures are obtained manually (not using the electronic signature function), these signatures need to be sent in a separate scanned document in addition to the electronic PDF submission

- **COVID-19 Vaccine Storage**

- o Electronic documentation of COVID-19 primary vaccine refrigeration/freezer units
 - any picture formats will be acceptable
 - Only the primary units for the location is necessary
- o Electronic documentation of digital data logger temperature monitoring device – any picture formats will be acceptable
 - Pictures of thermometer OR calibration certificate
 - Only the primary temperature monitoring devices are necessary
- o Currently enrolled and active VFC sites operating with an approved Maine Immunization Program Provider Agreement do NOT need to send pictures of storage units or temperature monitoring devices. This documentation has previously been reviewed as part of enrollment into the VFC program.

- **[COVID-19 Education Requirement](#)**

- o All primary vaccine coordinators will be required to complete an educational training on COVID-19 vaccine to include storage & handling, administration, and documentation. This training can be found at <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/documents/covid19-educational-training.pdf>

- To receive credit for this training, you MUST send verification to: C19Education.MECDC@maine.gov .

Please ensure that all electronic submissions are sent here: C19PA.MECDC@Maine.gov

Please contact the Maine Immunization Program at C19Vaccine.MECDC@Maine.gov or 207-287-3746 if there are any questions regarding COVID-19 vaccine provider enrollment

Link to additional resources and forms including the COVID-19 Provider Agreement, FAQ's, ordering information, and educational training, see below:

[Enrollment | COVID-19 Vaccine Providers Portal | Enrollment | Disease Surveillance | MeCDC | Maine DHHS](#)