



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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Division of Public Health

October 7, 2022

MEMORANDUM

TO: Yellow Fever Vaccination Site

FROM: Carrie Blanchard, PharmD, MPH *CB*
Immunization Branch Interim Director

SUBJECT: Renewal of Certified Yellow Fever Vaccination Site

The purpose of this memo is to remind Yellow Fever providers of the Centers for Disease Control and Prevention (CDC) and North Carolina's specific requirements and procedures for Yellow Fever vaccination site recertification, required every 3 years. Recertification includes:

1. Signing the uniform Yellow Fever stamp renewal application and verifying that information is correct on the form.
 - Yellow Fever stamp holder (physician) should verify that all information is correct and make any edits where necessary. Please answer the questions at the bottom, sign and return to this office.
2. Signing the Acknowledgement for Yellow Fever Vaccination Center Certification form.
 - This form should be initialed and signed by the physician and returned to this office.
3. Participating in yellow fever training every three years and submitting a certificate of completion. Training is available on-line at the CDC web site:
<https://wwwnc.cdc.gov/travel/page/yellow-fever-vaccine-course>
 - The Education Roster form can be found on the Immunization Branch website and should be completed by staff upon fulfilling their training requirement. It is the responsibility of staff to track and schedule their trainings when needed. The training roster should be kept in the provider's office and does not need to be shared with DHHS. However, the stamp holder must still submit their training certificate of completion to DHHS as noted in #1.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • IMMUNIZATION BRANCH

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4. Maintaining proper storage and handling of vaccine and twice-daily recording of in-range temperatures on temperature logs (if not already doing so); retaining temperature logs on file for three years.
 - The temperature log should be completed and kept in the provider's office for future reference. It may be requested by Immunization Branch staff members or during a site visit. The log is available on the immunization website (<https://immunization.dph.ncdhhs.gov/>).
5. Documentation of yellow fever vaccines administrations into the North Carolina Immunization Registry (NCIR) is strongly recommended. If not feasible, you must maintain a Yellow Fever Vaccination Log. This log is available on the immunization website (<https://immunization.dph.ncdhhs.gov/>).
6. Ordering International Certificate of Vaccination or Prophylaxis (ICVP) yellow cards, available at: <https://bookstore.gpo.gov/products/international-certificate-vaccination-or-prophylaxis-approved-world-health-organization-0>.

Please note: Providers who have had changes in contact information, or no longer wish to participate in the Yellow Fever vaccination program will need to contact the North Carolina Immunization Program (NCIP). Those who no longer wish to participate must return their uniform stamp.

Completed forms are due no later than November 4, 2022.

Completed forms should be emailed to Nikki Barbour at nikki.barbour@dhhs.nc.gov.

Thank you for your cooperation with these procedures. Providers may go to the Yellow Fever section of the NCIP web site at <https://immunization.dph.ncdhhs.gov/> to obtain the above referenced forms or for more information. If you have questions about the Yellow Fever program, please contact Nikki Barbour at nikki.barbour@dhhs.nc.gov.

attachments