

# Completing SGF Recertification in myCAvax

# **Introduction to the SGF Program Recertification Functionality in myCAvax**

# Complete SGF Recertification in myCAvax, Beginning with the 2026-27 Season!

What is SGF recertification?

The process of collecting signed provider agreements will now be called "recertification"

To digitize and streamline the process of collecting provider agreements (recertification), Local Health Departments (LHDs), LHD clinics and providers will complete SGF recertification in myCAvax beginning with the 2026-27 season.

This recertification process is similar to other programs, such as LHD 317 or VFC.



# SGF Recertification Timeline 2026

**NOTE: Dates below are subject to change. After September 30, providers and LHD clinics who do not complete recertification may be put on order hold / removed from the SGF program.**

| Wednesday,<br>July 1, 2026                                                                                                    | Wednesday,<br>September 30, 2026                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• SGF recertification opens for eligible providers and LHD clinics in myCAvax</li></ul> | <ul style="list-style-type: none"><li>• Recertification closes for providers and LHD clinics in myCAvax</li></ul> |

# Learning How to Complete SGF Recertification

Opened July 1, 2026

# What's expected of Providers and LHD Clinics during SGF Recertification

## SGF Recertification Open Period

July 1, 2026 – September 30, 2026



**During the SGF Recertification open period, an LHD Clinic and Provider will...**

1. Login into the Provider Community and select “Submit Recertification”
2. Complete the steps required within the recertification application
3. Sign the SGF Program Agreement
4. [If required by your LHD] Sign and return to your LHD’s addendum

# How will I know I need to recertify as a Provider?

On July 1, 2026, eligible LHD Clinics and Providers were notified via email that the 2026 SGF Recertification period is open in myCAvax.

LHD Clinics and Providers can login to the Provider Community Portal and complete required tasks.

**To:** LHD Clinics and Providers

**Subject:** 2026 State General Fund Program Recertification Now Open

Dear SGF Provider,

Thank you for your ongoing participation in the SGF Program. As you know, your local health department manages the program locally and information for ordering and shipping vaccine is stored in myCAvax.

One of the program requirements is signing the provider agreement on an annual basis. The collection of the agreement (annual reenrollment or recertification) will now be completed in myCAvax.



# Completing SGF Recertification Enrollment in the Provider Community Portal

To complete SGF recertification, login to the Provider Community Portal and:

- ❑ Navigate to the State General Fund program tile and select the '**Submit Recertification**' button.
- ❑ Select the 'View Recertification' hyperlink found in the Program Names table to begin.
- ❑ **Step 1- Provider Location Information:** Verify the location name and address where vaccines will be shipped and administered are correct. Select the 'Next' button to proceed.
- ❑ **Step 2- Key Practice Staff:** Review and update key practice staff information.

# Completing SGF Recertification Enrollment in Provider Community Portal Continued

To complete SGF recertification, login to the Provider Community Portal and:

- ☐ **Step 3- Vaccine Storage Units:** Confirm all units that will be used to store vaccines and ensure that at least one unit is listed as the **primary storage unit for vaccines**
- ☐ **Step 4- Health Care Providers with Prescription Writing Privileges:** Confirm that there is at least one medical staff listed
- ☐ **Step 5- Program Provider Profile:** Using the checkbox, indicate the types of planned vaccination outreach events your location will perform
- ☐ **Step 6- Review Recertification Information:** Review the summary page to confirm that all information is correct, then select the **Submit for E-Signature** button

# I heard that there's required training. Tell me more!

All key practice staff will need to complete required training on EZIZ before submitting their SGF recertification.



## Error



One or more Key Staff Members are missing their EZIZ Training completion attestation. Ensure all Key Staff members have completed their training in EZIZ and have attested to their training in myCAvax.

# How do I complete the required EZIZ training?

## EZIZ Training

EZIZ Training satisfies educational requirements for enrollment and recertification in California's vaccine programs. For recertification, providers must complete required training annually. **Review learning objectives below or**

[Log In to Get Started](#)

### Required Training

Provider of Record, Provider of Record Designee, and all Vaccine Coordinator roles must complete these lessons for the relevant vaccine program. Interactive lessons include pre- and post-lesson checks. Lesson lengths are estimates.

| Lesson                                                                                                                                                                                                                                                 | Program  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>VFC Program Requirements (30 min.)</b><br>Maximize patient access to VFC vaccines<br>implement your practice's vaccine management plan<br>order vaccines for your VFC patient populations<br>account for all VFC vaccines received by your practice | VFC      |
| <b>VFC Provider Operations Manual (POM)</b><br>Review and acknowledge the training.                                                                                                                                                                    | VFC      |
| <b>Storing Vaccines (15 min.)</b><br>identify recommended vaccine storage temperatures                                                                                                                                                                 | VFC, SGF |

1. Navigate to the training on [EZIZ](#)
2. Setup an account / login to your existing account
3. Complete the 3 required trainings: *Storing Vaccines, Monitoring Storage Unit Temperatures, and Conducting a Vaccine Inventory*
4. Return to myCAvax and indicate that you completed the training

**NOTE:** If you completed these trainings after December 1, 2025, no need to retake. SGF providers also enrolled in the VFC and/or LHD 317 programs do not need to retake the trainings.

# Creating Your EZIZ Account: Tips & Tricks

**EZIZ** Vaccine Programs ▾ Storage & Handling ▾ Inventory Management ▾ **Training & Resources** ▾

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## Training – Login

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### EZIZ Training Has Moved to a New Training Platform

The EZIZ trainings are on a new secure infrastructure. Lesson content remains unchanged.

**Fresh Start:** Everyone will need to create a new account using a unique email address and a cell phone for verification. If you have a myCAvax account, please use the same email. All lessons will be set to start from the beginning. Your completion status from the previous site will not show in your new Learning History.

**Before you take the training, please review:**

- [registration and login instructions](#)

EZIZ Training Login

**For California Vaccine Program Providers**

- **No Retakes Necessary:** If you have already completed your required training for the year, no further action is needed until the next recertification period.
- **myCAvax Integration:** The myCAvax system continues to display lesson completion dates from the old training site for all staff linked to your PIN.



- There are step-by-step [instructions](#) on EZIZ showing how to setup your account.
- If questions about setting up your EZIZ account, please reach out to the Provider Call Center.
- [Training – Login EZIZ](#)

# I completed the required EZIZ training!

## What do I do now?

On **‘Step 2 – Key Practice Staff’** of SGF recertification in myCAvax:

1. Select ‘Manage Role’ for the key practice staff who completed the training
2. Select the ‘Training Complete’ checkbox and save your changes

**NOTE:** If you completed training on the new EZIZ site, update your existing EZIZ Username to your new EZIZ email.

|                           |                                     |
|---------------------------|-------------------------------------|
| License Title             | EZIZ Username                       |
| DO – Doctor of Osteopa... | testSolomon                         |
| License Number            | NPI ID                              |
| 7503                      | 309                                 |
| Training Complete?        | <input checked="" type="checkbox"/> |

# Demo of Completing SGF Recertification

Presented by your friendly myCAvax trainer

# SGF Recertification Timeline 2026 Reminder

## Providers



**Wednesday, July 1, 2026, after 12:00 PM**

**SGF Recertification Opens**

✓ Eligible providers and LHD partner clinics notified via email



**Wednesday, September 30, 2026**

**SGF Recertification Closes**

✓ Recertification closes for providers and LHD clinics in myCAvax



**NOTE:** Providers who don't complete recertification by September 30, 2026, will be deactivated from the SGF program. They will be notified of the deactivation via email.

## LHDs and Providers

# Upcoming Recertification Trainings

## SGF [Recertification Training Sessions](#) for LHDs and Providers

### July

- Tuesday, July 7th 2:00pm PT
- Monday, July 13th 1:30pm PT

### August

- Tuesday, August 4th 2:00pm PT

### September

- Friday, September 4th 2:00pm PT