How to become a COVID vaccine provider in Utah

Enrolling as a state of Utah COVID vaccine provider is more important than ever before. Thank you for helping to bring COVID vaccines to your patients and community.

Step 1: Review requirements
Review the Enrollment Checklist and then fill out the COVID-19 Provider Interest Survey. You will get an email confirmation from the Utah Department of Health after completing the survey.

Step 2: Federal agreements
The Utah Department of Health will email two forms that are required by the CDC if you qualify to be a COVID vaccine provider. These forms are called the Organization Agreement and Provider Profile.

Step 3: Photo documentation of your storage unit(s)
Email photos of each storage unit listed on the Provider Profile to covidvaxinquiry@utah.gov. Photos should capture storage capacity, probe placement in the unit, and confirm stand-alone storage type.

Step 4: Certificate(s) of calibration
Email a copy of the current Certificate of Calibration for each datalogger thermometer monitoring each storage unit.

Step 5: Enroll in USIIS
Enroll in the Utah Statewide Immunization Information System (USIIS) by submitting the USIIS enrollment agreement and security agreements to usiistracking@utah.gov. These agreements need to be completed for the facility and all users needing access to USIIS. A minimum of the primary and backup contacts will need access.

Step 6: Training requirements
Your primary and backup contacts must complete the following trainings. Email a copy of the certificates of completion to covidvaxinquiry@utah.gov:
- VOMS Pre-book Additional Doses and Returns & Waste Training
- You Call the Shots Module 10 Vaccine Storage & Handling
- CDC COVID19 Vaccination Training

Step 7: Temperature logs
Email the temperature log for the previous 7 days. Each temperature log should reflect in range temperatures (Fridge: 2.0°C to 8.0°C; Freezer: -25.0°C to -15.0°C; Ultra-low Freezer: -80.0°C to -60.0°C) and include the following regarding daily visual inspection: date, time, staff name/initials, and the min/max of the unit. If the datalogger can record required information, visual inspection can be noted within the system. For all others, manual logs can be found on https://immunize.utah.gov/covid-19-vaccine.

Step 8: Upon approval, immediately place your order for vaccine in VOMS
Your order request should reflect the number of doses your facility can administer within one week.

For more information email covidvaxinquiry@utah.gov or visit immunize.utah.gov/covid-19-vaccine.