Immunization Certificate User's Guide – School Official/Nurse

2.5 Patient Information – IMMCert. (Official TN Immunization Certificate)

To produce an Immunization Certificate click on the [IMMCert.] tab.

2.5.1 Select Immunization Certificate to View

There are two options: you must pick the right one for your student (both are highlighted in the image below).

- ○ The first option will be used for most children. When it is chosen, the Immunization Certificate Validation Tool (ICVT) will assess records for children in child care through Kindergarten and for current students entering 7th grade.
- ○ You must choose the second radio button to run the ICVT for any child who is **new** to TN schools and entering a grade other than Kindergarten (1st through 12th grade).

- Click the radio button beside the type of certificate you would like to produce, then click [View Certificate / Document].
- Go to 2.5.2 of this Immunization Certificate User's Guide-School Official/Nurse.

Tennessee Immunization Certificate   ▶ **View Certificate/Document**

| Demographic | Vaccine | Adverse | IMMCert. | Letters |

Tennessee Immunization Certificate

The Tennessee Immunization Certificate is required for children in child care or pre-school, and when they enroll for the first time in a school located in Tennessee. In addition, all currently enrolled students entering 7th grade must provide a certificate showing they have had the vaccines required for 7th grade entry.

Select Certificate to View

[Recommended] Validated Official TN Immunization Certificate Compare the immunization records in the Registry against age-appropriate state childcare, pre-school or school entry requirements. **If requirements are met, no signature is required.** If requirements are not met, a Failed Validation Report will display, highlighting the vaccines that did not meet state requirements. Recommended for all children whose records are or can be completed in the Registry.
Note: The healthcare provider must complete Section 1 if documentation of a health exam is required by local school authorities.

⦿ **Select this box to produce a validated certificate (or Failed Validation Report) for a child in one of the following categories:**
- A child entering child care and younger than 18 months of age (up to date for age)
- A child who has completed all requirements for child care/pre-school
- A child entering Kindergarten
- A child age 4 years who has completed requirements for both pre-school and Kindergarten
- A current TN student, needing certificate only for 7th grade entry requirements

○ **Select this box only to produce a validated certificate (or Failed Validation Report) for a new student to Tennessee schools entering grade 1 through 12.** *For older children who have never had a TN School Immunization Certificate, such as new TN residents.*

Select Document to View
○ Official Tennessee Immunization Schedule: required as of July 1, 2010
  (Accepted schedule of immunization for vaccines required in Tennessee - also printed on the back of the official certificate)
○ Instructions for the New Tennessee Immunization Certificate: required as of July 1, 2010
  (Instructions for Healthcare Providers Completing Tennessee Certificates of Immunization)

▶ **View Certificate/Document**

2.5.2 Select Validated Official Immunization Certificate

The Validation Results screen will display. You will see one or more certificates based upon the assessments that may be appropriate for a child of this age. The **user must select** the certificate for the provider assessment category that is needed. (On the certificate, the provider assessments are listed in Section 3.)

- If the child's record passed validation for the certificate that is needed, click on [View / Print validated Official Immunization Certificate (PDF)]. Go to 2.5.3 of this Immunization Certificate User's Guide-School Official/Nurse.
- To learn about the validation report for a passed category, go to 2.5.4 of this Immunization Certificate User's Guide-School Official/Nurse. The validation report for a category will show the results of the assessment. (This is not an official immunization record, but is information for the user.)
- If the child's record failed to be validated for the assessment category needed, go to 2.5.6 of this Immunization Certificate User's Guide-School Official/Nurse.

Tennessee Immunization Certificate

Validation Results

Validation results are shown below for each Section 3 Provider Assessment category (Box B through E) that MIGHT be age-appropriate for this child. **Please select only the category that is needed.** Other categories may be disregarded.

The correct assessment category for a school-aged child **depends on the grade the child is entering.** New students entering a Tennessee school for the first time in either Kindergarten and 7th grades have additional requirements compared to children entering all other grades. Review options and select the category appropriate for the grade the child is entering.

Select certificate or document to View

PASSED - Box C: Complete For Child Care / Pre-School (under 5 Years of Age)
Fulfills all requirements for child care / pre-school or pre-K and under 5 years of age.

PASSED - Validated for this Category

View/Print validated Official Certificate (PDF).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

FAILED - Box D: Complete K-6th Grade (Entering Kindergarten)
Fulfills requirements for Kindergarten.

FAILED - NOT Validated for this Category

Print a copy of the Official Certificate that has NOT been validated (PDF).
This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

2.5.3 View/Print Validated Official Immunization Certificate

The validated certificate will display. The certificate will include **valid** doses of vaccines required for this certificate (not invalid ones) and **all** doses of vaccines not required for this certificate. (A certificate **only** displaying one dose of Tdap and two doses of varicella vaccine or history of chickenpox disease is acceptable for students who are entering 7th grade **and** who are not new to TN schools.)

- To print the certificate, click [Print] `PRINT` and then click [OK] `OK` . Click [X] ☒ to close the window. When the window closes, you will be on the Validation Results screen.
- If you have questions about the validation assessment, go to 2.5.4 of this Immunization Certificate User's Guide-School Official/Nurse.

2.5.4 Select Validation Report for Validated Official Immunization Certificate

- You may click on [View Validation Report] to see the validation results for all required vaccines.

Tennessee Immunization Certificate

Validation Results

Validation results are shown below for each Section 3 Provider Assessment category (Box B through E) that MIGHT be age-appropriate for this child. **Please select only the category that is needed**. Other categories may be disregarded.

The correct assessment category for a school-aged child **depends on the grade the child is entering**. New students entering a Tennessee school for the first time in either Kindergarten and 7th grades have additional requirements compared to children entering all other grades. Review options and select the category appropriate for the grade the child is entering.

Select certificate or document to View

PASSED - Box C: Complete For Child Care / Pre-School (under 5 Years of Age)
Fulfills all requirements for child care / pre-school or pre-K and under 5 years of age.

PASSED - *Validated for this Category*

View/Print validated Official Certificate (PDF).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

FAILED - Box D: Complete K-6th Grade (Entering Kindergarten)
Fulfills requirements for Kindergarten.

FAILED - *NOT Validated for this Category*

Print a copy of the Official Certificate that has NOT been validated (PDF).
This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

2.5.5 View / Print Official Immunization Certificate Automated Validation Assessment [PASS]

The Official Immunization Certificate Automated Validation Assessment [PASS] will display. The report displays doses for the required vaccines for that certificate. Vaccines and vaccine doses that are not required are not assessed. The doses that are required for that certificate are evaluated and numbered. The report may display doses that have been evaluated as not valid (and the reason they are invalid), but the total number of valid doses meets requirements, so the vaccine type is marked as passed. Doses marked as not valid on the validation report are not included on the certificate.

- If you would like to print the assessment, click [Print] **Back Print Contact Help Logout** and then click [Print] **Print** .

Tennessee Department of Health Immunization Registry
Official Immunization Certificate Automated Validation Assessment
[PASS]

Box C: Complete For Child Care / Pre-School (under 5 Years of Age)						
Certificate Information					Validation Information	
Enrollee Name:		DOB:	Report Date:		Summary Result:	
SCHOOL025D BFP		11/13/2008	4/12/2013		PASS	
Vaccine Type	Required Doses	Doses Recorded in Registry	Valid Doses		Reason for Invalid Doses Min. Age	Min. Int
DTP/DTaP/DT [Passed] (201)	4	01/13/2009	1			
		03/13/2009	2			
		05/13/2009	3			
		12/15/2009	4			
Hep A (Hepatitis A) [Passed] (203)	1	12/15/2009	1			
Hep B (Hepatitis B) [Passed] (204)	3	01/13/2009	1			
		03/13/2009	2			
		05/13/2009	3			
HIB [Passed] (205)	4	01/13/2009	1			
		03/13/2009	2			
		05/13/2009	3			
		12/15/2009	4			
IPV (Polio) [Passed] (212)	3	01/13/2009	1			
		03/13/2009	2			
		05/13/2009	3			
		12/15/2009				
MMR (MMR Vaccine) [Passed] (217)	1	12/15/2009	1			
PCV (Pneumococcal Vaccine) [Passed] (213)	4	01/13/2009	1			
		03/13/2009	2			
		05/13/2009	3			
		12/15/2009	4			
VAR (Varicella Vaccine) [Passed] (218)	1	12/15/2009	1			

AgeByDays: 1463

Note: This preschool or school automated validation function assesses only immunization records in the State of Tennessee Immunization Registry. The accuracy of the information depends upon the completeness and accuracy of records entered by immunization providers.

Min. Age: Dose does not meet required minimum age.

Min. Int: This dose was given before the minimum allowable interval between doses in the series. Minimum intervals are published in the Centers for Disease Control and Prevention Catch-Up Immunization Schedule.

2.5.6 Select Failed Validation Report

- If the child's record failed validation for the certificate that is needed, you may find out why by clicking on [View Validation Report].

Tennessee Immunization Certificate

Validation Results

Validation results are shown below for each Section 3 Provider Assessment category (Box B through E) that MIGHT be age-appropriate for this child. **Please select only the category that is needed.** Other categories may be disregarded.

The correct assessment category for a school-aged child **depends on the grade the child is entering.** New students entering a Tennessee school for the first time in either Kindergarten and 7th grades have additional requirements compared to children entering all other grades. Review options and select the category appropriate for the grade the child is entering.

Select certificate or document to View

FAILED - Box D: Complete K-6th Grade (Entering 1st-6th grade and new student to TN schools)
Select this assessment ONLY for a child entering 1st – 6th grades.

FAILED - NOT Validated for this Category

Print a copy of the Official Certificate that has NOT been validated (PDF).
This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

FAILED - Box E: Complete 7th Grade or Higher (Entering 7th grade and new student to TN schools)
Select this assessment option ONLY for a child entering 7th grade.

FAILED - NOT Validated for this Category

Print a copy of the Official Certificate that has NOT been validated (PDF).
This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

FAILED - Box E: Complete 7th Grade or Higher (Entering 8th -12th grade and new student to TN schools)
Select this assessment ONLY for a child entering 8th – 12th grades.

FAILED - NOT Validated for this Category

Print a copy of the Official Certificate that has NOT been validated (PDF).
This copy will include all immunizations in the record and will require the further completion and signature by a qualified healthcare provider (MD, DO, APN, PA or Public Health Nurse at a health department).

View Validation Report
This report shows exactly how the child's record passed or failed to meet the requirements of this assessment category. The report may guide completion of requirements and may identify invalid doses in the record.

2.5.7 View/Print Official Immunization Certificate Automated Validation Assessment [FAIL]

The Official Immunization Certificate Automated Validation Assessment [FAIL] will display. The report displays doses for the required vaccines (not all vaccines). The doses that are required are evaluated and numbered. If the total number of doses does not meet requirements, the vaccine type is marked as failed. If no doses are found for a vaccine, "missing" displays and the vaccine type is marked as failed.

Tennessee Department of Health Immunization Registry
Official Immunization Certificate Automated Validation Assessment
[FAIL]

Box E: Complete 7th Grade or Higher (Entering 7th grade and new student to TN schools)					
Certificate Information				Validation Information	
Enrollee Name:		DOB:	Report Date:	Summary Result:	
PHARM033C BFP		4/10/2000	4/12/2013	FAIL	
Vaccine Type	Required Doses	Doses Recorded in Registry	Valid Doses	Reason for Invalid Doses Min. Age	Min. Int
DTP/DTaP/DT [Passed] (501)	5	06/15/2000	1		
		08/15/2000	2		
		10/15/2000	3		
		05/20/2001	4		
		05/20/2005	5		
Hep B (Hepatitis B) [Passed] (507)	2	04/15/2011	1		
		08/20/2011	2		
IPV (Polio) [Passed] (508)	4	06/15/2000	1		
		08/15/2000	2		
		10/15/2000	3		
		05/20/2005	4		
MMR (MMR Vaccine) [Passed] (510)	2	05/20/2001	1		
		05/20/2005	2		
VAR (Varicella Vaccine) [Failed] (511)	2	05/20/2001	1		
Tdap [Failed]		Missing	0		

AgeByDays: 4602

Note: This preschool or school automated validation function assesses only immunization records in the State of Tennessee Immunization Registry. The accuracy of the information depends upon the completeness and accuracy of records entered by immunization providers.

Min. Age: Dose does not meet required minimum age.

Min. Int: This dose was given before the minimum allowable interval between doses in the series. Minimum intervals are published in the Centers for Disease Control and Prevention Catch-Up Immunization Schedule.

Doses that are not valid are marked "Not Valid" and the reason is indicated by an X in the Min Age and/or the Min Int column.

Tennessee Department of Health Immunization Registry
Official Immunization Certificate Automated Validation Assessment
[FAIL]

Box E: Complete 7th Grade or Higher (Entering 8th -12th grade and new student to TN schools)						
Certificate Information					Validation Information	
Enrollee Name:		DOB:	Report Date:		Summary Result:	
SCHOOL030C BFP		2/25/1995	4/9/2013		FAIL	
Vaccine Type	Required Doses	Doses Recorded in Registry	Valid Doses		Reason for Invalid Doses Min. Age	Min. Int
DTP/DTaP/DT [Passed] (702)	4	04/26/1995	1			
		06/26/1995	2			
		08/26/1995	3			
		01/01/1996	Not Valid		X	
		05/20/2000	4			
Hep B (Hepatitis B) [Passed] (705)	3	04/26/1995	1			
		06/26/1995	2			
		08/26/1995	3			
IPV (Polio) [Passed] (707)	4	04/26/1995	1			
		06/26/1995	2			
		08/26/1995	3			
		01/01/1996	Not Valid		X	X
		05/20/2000	4			
MMR (MMR Vaccine) [Failed] (709)	2	02/15/1996	Not Valid		X	
		05/20/2000	1			
VAR (Varicella Vaccine) [Failed] (710)	2	02/15/1996	Not Valid		X	
		05/20/2000	1			

AgeByDays: 6473

Note: This preschool or school automated validation function assesses only immunization records in the State of Tennessee Immunization Registry. The accuracy of the information depends upon the completeness and accuracy of records entered by immunization providers.

Min. Age: Dose does not meet required minimum age.

Min. Int: This dose was given before the minimum allowable interval between doses in the series. Minimum intervals are published in the Centers for Disease Control and Prevention Catch-Up Immunization Schedule.

- To print the failed validation assessment, click [Print] Back Print Contact Help Logout and then click [Print] Print .
- You can give the failed validation assessment printout to the parent to take to the child's health care provider.

This is a printout of a failed validation assessment.

Tennessee Department of Health Immunization Registry
Official Immunization Certificate Automated Validation Assessment
[FAIL]

Box E: Complete 7th Grade or Higher (Entering 8th -12th grade and new student to TN schools)					
Certificate Information				Validation Information	
Enrollee Name:		DOB:	Report Date:	Summary Result:	
SCHOOL030C BFP		2/25/1995	4/3/2013	FAIL	
Vaccine Type	Required Doses	Doses Recorded in Registry	Valid Doses	Reason for Invalid Doses Min. Age	Min. Int
DTP/DTaP/DT [Passed] (702)	4	04/26/1995	1		
		06/26/1995	2		
		08/26/1995	3		
		01/01/1996	Not Valid	X	
		05/20/2000	4		
Hep B (Hepatitis B) [Passed] (705)	3	04/26/1995	1		
		06/26/1995	2		
		08/26/1995	3		
IPV (Polio) [Passed] (707)	4	04/26/1995	1		
		06/26/1995	2		
		08/26/1995	3		
		01/01/1996	Not Valid	X	X
		05/20/2000	4		
MMR (MMR Vaccine) [Failed] (709)	2	02/15/1996	Not Valid	X	
		05/20/2000	1		
VAR (Varicella Vaccine) [Failed] (710)	2	02/15/1996	Not Valid	X	
		05/20/2000	1		

AgeByDays: 6473

Note: This preschool or school automated validation function assesses only immunization records in the State of Tennessee Immunization Registry. The accuracy of the information depends upon the completeness and accuracy of records entered by immunization providers.

Min. Age: Dose does not meet required minimum age.

Min. Int: This dose was given before the minimum allowable interval between doses in the series. Minimum intervals are published in the Centers for Disease Control and Prevention Catch-Up Immunization Schedule.