

Frequently Asked Questions

Certificate of Immunization Status (CIS) and Certificate of Exemption (COE)

Q Does a student without any exemptions need a copy of a COE in her or his file?

A No. The revised CIS, dated October 15, 2008, is now separate from the COE. The COE needs to be completed and filed in the student's record only if she or he has an exemption. If the student has more than one exemption, all of the exemptions can be recorded on one COE.

Q Will the new CIS and COE be available through the CHILD Profile Immunization Registry?

A The revised CIS, dated October 15, 2008, is scheduled to be available through the CHILD Profile Immunization Registry by mid-spring 2009. Until then, the old version of the CIS printed from CHILD Profile can still be used until the changes in the Registry are made. The new COE will not be available through the Registry at all. The COE can be downloaded at <http://www.doh.wa.gov/cfh/Immunize/forms/default.htm>.

Q On the back of the CIS, there is a list of vaccine trade names. Does the trade name of the vaccine the child received need to be recorded on the CIS?

A No. The list of vaccine trade names was only included as a reference. This can be helpful when an immunization record has the vaccine trade name listed instead of the generic vaccine name (for example, Infanrix instead of DTaP or TriHibit instead of DTaP and Hib). With this table, parents and school personnel can identify where to record the vaccine trade name on the CIS.

Q Does a health care provider need to sign the CIS?

A Maybe. Washington State Administrative Code allows for parents/guardians to self-report vaccines. It is only necessary to have a health care provider sign the CIS to verify that the student has had varicella (chickenpox, on page one of CIS) for children only if the child entered kindergarten during or before the 2007-2008 school year. Another reason a health care provider may be required to sign the CIS is to document immunity by blood test to one of the vaccine-preventable diseases (on page two of CIS).

Q Does a health care provider need to sign the COE?

A Maybe. If the child has a medical exemption, a licensed health care provider must sign the COE. If the child is claiming a philosophical or religious exemption, the parent or guardian must sign the COE.

Q There is an area on the CIS for the student's address and telephone number. Will this automatically be included on the CIS if the record is printed from the CHILD Profile Immunization Registry?

A No. Some schools requested space for the student's address and telephone number on the CIS. These spaces will not be included on the CIS printed from the Registry by the school or health care provider. If desired by parents or schools, the contact information can be manually filled in.

Q On the CIS, why is Pneumococcal Conjugate Vaccine (PCV7) marked as required for child care and preschool attendance?

A Pneumococcal Conjugate Vaccine (PCV7) will be required for child care and preschool attendance in Washington State starting July 1, 2009. Although this is not required for the remainder of the current school year, it was included on the revised CIS to minimize costs of re-printing if and when the requirement goes into effect.

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Q All of the vaccines are listed on the CIS, not just the ones required for school attendance. Are schools required to have all of the vaccine records on the CIS, even if the vaccine is not required for school attendance?

A No. All the routine childhood recommended vaccines are included on the CIS to minimize the need for major revisions to the CIS if and when new vaccines become required in our state. The vaccines marked with ♦ are required for school and child care/preschool attendance. The vaccines marked with ● are required for child care/preschool attendance only. Unmarked vaccines are not currently required for school or child care/preschool attendance but are recommended. Access the current Recommended Childhood Immunization Schedule at www.cdc.gov/vaccines/recs/schedules/default.htm.

Q I find the “Verification of varicella disease history” section (bottom middle and right on the CIS) confusing. Can you explain these boxes?

A Verification of varicella disease can be documented three ways for a student:

1. **First option:** Health Care Provider Verified. If this box is checked you must either mark the “Signed note from HCP attached” checkbox or “HCP signature here” checkbox. If “HCP signature here” is marked, be sure there is a licensed health care provider signature in the space to the right.
2. **Second option:** HCP Verified by Registry. This box (if applicable) will be marked automatically if you are printing the CIS from the CHILD Profile Immunization Registry. No other action is needed to document varicella if this is the case. However, if school staff find verification of varicella disease in the Registry (without printing the CIS), then staff should mark this box. Then, school staff must either:
 - a. Initial (in the space to the right next to “Staff initials indicating parent approval”) that the parent was informed that this box was checked by school staff.
 - b. Get the parent or guardian to sign the form (in the space to the right next to “Parent Signature indicating approval”).
3. **Third option:** Parental Report. This box can be marked by parents or guardians *only* if their child entered kindergarten during or before the 2007–08 school year.

Q If the CIS is printed from the CHILD Profile Immunization Registry and indicates that the student had varicella (chickenpox), does a health care provider need to sign the CIS?

A No. If the CIS form printed from the Registry includes marking of the “HCP Verified by Registry” checkbox, this is considered already verified by the health care provider and no signature (or further action) is needed by the health care provider.

Q Why is a space (on the upper left of the CIS) for staff signature included on the CIS?

A A space for staff signature (on the upper left of the CIS) is included because:

1. Many school nurses requested a space to document that the CIS was reviewed.
2. The staff person reviewing the CIS needs to check to see if a COE is on file. A new checkbox indicating if there is “an accompanying signed Certificate of Exemption on file” was added to the CIS since the COE is now a separate form. The checkbox was placed near the staff signature box to flag the staff person’s attention to look for a COE. This checkbox is especially important because the COE and CIS are no longer on the same document.

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Q In the past, schools ordered hard copies of the CIS from the Department of Printing Fulfillment Center (warehouse). In the Winter Mailing it said that schools could no longer order the form this way. How do schools get the form?

A In order to save funds and reduce paper waste, the CIS will no longer be available on demand from the Fulfillment Center. Each school district and Head Start/ECEAP program received a supply of the CIS for each school in its district or program. The supply amount is 10 percent of the total expected enrollment. This amount should be enough for new and out-of-state transfer students.

Please also consider these options and tips:

- **Use the revised CIS for new students only.**
- Print the CIS directly from the CHILD Profile Immunization Registry. Health care providers or schools may print an automatically-populated CIS from the Registry.
- Use legible copies of the CIS.
 - Print it from the Department of Health Web site at www.doh.wa.gov/cfh/immunize/forms/default.htm.
 - Make copies and distribute it to parents.
 - Encourage parents to download, print, and complete the form by hand. The form can be downloaded from the address above.

Q How can I get copies of the COE?

A The COE is only available online. It can be downloaded at www.doh.wa.gov/cfh/immunize/forms/default.htm

Q Does a new CIS need to be used for students each year they are enrolled?

A No. It's not necessary to have a new CIS every year. Schools are encouraged to use the existing CIS for already enrolled students and use a new CIS for new students only. For in-state transfer students, obtain the CIS from that student's former school.

Q Can the old CIS still be used?

A Yes, to minimize waste, the old CIS can still be used. Schools are encouraged to use it for older students, if possible. The old CIS can also be used during the interim period of printing and distribution of the new form.

Q How can schools get copies of the CIS and COE in other languages?

A The CIS and COE have been translated into 20 languages and are available online at <http://www.doh.wa.gov/cfh/immunize/forms/default.htm> for any school or child care facility. There is a limited supply of the Spanish CIS available at the Department of Printing Fulfillment Center for schools requiring more than 50 copies. Please e-mail orders for the Spanish form to immunematerials@doh.wa.gov. Schools *will not* be able to order the Spanish CIS directly from the Fulfillment Center.