

# Immunization Certificate Validation Tool (ICVT)

## What is the ICVT?

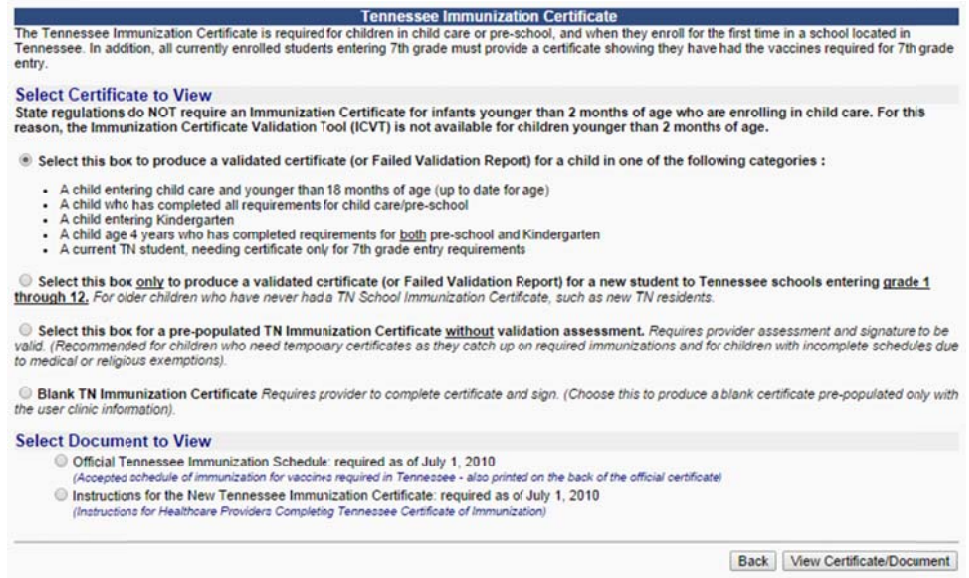
- TennIIS has the ability to produce validated Official Tennessee Immunization Certificates for children who meet all of Tennessee’s requirements for child care or school attendance. All users can produce this certificate. It does not require the signature of a qualified healthcare provider.
- If a record fails to meet requirements, the IIS will produce a printable failure report indicating which vaccines failed to meet requirements for a specific certificate category and why.
- TennIIS can now produce validated temporary certificates for children who fail state requirements, but who are as up-to-date as possible. All users can produce this certificate. This certificate does not require the signature of a qualified healthcare provider.
- TennIIS provides the ability for authorized users to print pre-populated school certificates. This certificate requires the signature of a qualified healthcare provider (MD, DO, APN, PA or public health nurse). If it is used for medical exemption to vaccine, it requires the signature of a MD, DO, or public health nurse.
- TennIIS provides the ability for authorized users to print blank school certificates. This certificate requires the signature of a qualified healthcare provider (MD, DO, APN, PA or public health nurse). If it is used for medical exemption to vaccine, it requires the signature of a MD, DO, or public health nurse.

## In order to navigate to the ICVT:

1. Click **State Reports** in the navigation bar on the left side of the screen.

For TennIIS assistance, contact the Helpdesk at: (844) 206-9927 Monday thru Friday 7AM to 6PM CDT or by email at: [TennIIS.Help@tn.gov](mailto:TennIIS.Help@tn.gov)  
The Helpdesk will be closed on all state holidays.

2. Click **IMMCert** and the Tennessee Immunization Certificate screen displays.



**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**

State regulations do NOT require an Immunization Certificate for infants younger than 2 months of age who are enrolling in child care. For this reason, the Immunization Certificate Validation Tool (ICVT) is not available for children younger than 2 months of age.

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 this box for a pre-populated TN Immunization Certificate **without** validation assessment. Requires provider assessment and signature to be valid. (Recommended for children who need temporary certificates as they catch up on required immunizations and for children with incomplete schedules due to medical or religious exemptions).

Blank TN Immunization Certificate Requires provider to complete certificate and sign. (Choose this to produce a blank certificate pre-populated only with the user clinic information).

**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 Certificate of Immunization)*

- a. The IMMCert link is not available (grayed out) for patients >20 years old.
3. When the User selects the radio button for children entering child care, Kindergarten, or current students entering 7<sup>th</sup> grade **OR** the radio button for new students entering grade 1-12 and then clicks **View Certificate/Document** button, the child’s immunization record in TennIIS will be evaluated for requirements for all certificate categories that could be needed. The Validation Results screen will display.
    - a. If the record passes requirements, a link for the validated certificate and the validation report will display.

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- i. Clicking on **View/Print validated Official Certificate** will display the validated certificate.
- ii. Clicking on **View Validation Report** will display the passed validation report.
  1. All vaccine types will be display in green bars
- b. If the record fails requirements, a link for the failed validation report displays. Clicking on **View/Print Validation Report** will display the failed validation report.
  - i. Vaccine types that pass requirements will display in green bars.
  - ii. Vaccine types that fail requirements will display in red bars. If doses are evaluated as invalid, the invalid reason will display in the Reason for Invalid Doses section.
- c. If the child fails requirements and is eligible for a temporary certificate, a link for the temporary certificate displays. Clicking **View/Print a copy of the temporary Official Certificate** will produce the temporary certificate.
- d. If the child fails requirements and is not eligible for a temporary certificate, a statement that the child is not eligible for a temporary certificate displays along with a link for a prepopulated certificate. Clicking **Print a copy of the Official Certificate that has NOT been validated** will produce a pre-populated certificate.
4. When the user selects the radio button for **Select this box for a pre-populated TN Immunization Certificate without validation assessment**, the pre-populated certificate displays.
  - a. No evaluation of the record is done.
  - b. Certificate must be completed manually by authorized providers.
  - c. Pharmacy users do not have access to this option.
  - d. View Only users do not have access to this option.
5. When the user selects the radio button for **Blank TN Immunization Certificate**, the user is directed to a blank Official Certificate.
  - a. Certificate must be completed manually by authorized providers.
  - b. Pharmacy users do not have access to this option.
  - c. View users do not have access to this option.
6. When the user selects **the Official Tennessee Immunization Schedule: required as of July 1, 2010** radio button, the second page of the certificate displays. This PDF shows TN requirements for child care and school attendance.
7. When the user selects the **Instructions for the New Tennessee Immunization Certificate: required as of July 1, 2010** radio button the Immunization Requirement Summary for Child Care through 12<sup>th</sup> grade displays along with the Instructions for Completing Tennessee (TN) Certificates of Immunization.

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# Tennessee Immunization Information System (TennIIS) Quick Reference Guide Immunization Certificate Validation Tool (ICVT)

Tennessee Immunization Certificate

**Validation Results**

Validation results are shown 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 D: Complete K-6th Grade (Entering Kindergarten)**  
*Fulfills requirements for Kindergarten.*

**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.

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

A qualified provider (MD, DO, APN, PA, Health Department) may issue a certificate to a current student with only the Tdap vaccine dose and the second dose of varicella vaccine printed on the certificate if they believe the child had the first dose at school entry, as required in TN since 2000. However, certificates with only one dose of varicella vaccine recorded cannot be validated by the online program.

**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.

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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**

Please click the button below to produce a validated Official TN Immunization Certificate or Failed Validation Report for a new student to Tennessee school who is entering grades 1-12.

Message from webpage

New student to Tennessee schools who is entering grades 1-12. Click OK to continue or Cancel otherwise.

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