

## How to Enroll as a COVID-19 Vaccination Provider

The West Virginia Department of Health and Human Resources in collaboration with the WV Board of Medicine (WVBOD) and the WV Board of Osteopathic Medicine has previously sent information to all WV licensed practitioners on how to enroll as a COVID-19 vaccination provider. As a reminder to those providers interested in administering the vaccine the following information is required to initiate your registration process.

If your primary practice location is in West Virginia and you wish to enroll in the COVID-19 Vaccination Program, you will need to email the following information to [COVIDVaccinationProg@wv.gov](mailto:COVIDVaccinationProg@wv.gov):

INFORMATION REQUIREMENTS	
Clinic Name	
Physical Address	
Mailing Address	
Point of Contact's Name *	
Point of Contact's Phone Number	
Point of Contact's Email Address	
Date	

\* We recommend that the Office Manager serve as the point of contact for the registration process. This has expedited the registration process for many providers.

Following receipt of your email, the information provided will be entered into the West Virginia Statewide Immunization Information System and the point of contact for your office will receive an email invitation to join the COVID-19 Vaccination Program Application System (VPAS). The VPAS invitation email will include instructions on how to complete the registration process.

For questions regarding vaccine administration or registering with the VPAS, please contact Joshua Waine at [COVIDVaccinationProg@wv.gov](mailto:COVIDVaccinationProg@wv.gov).