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**Webinar Notes: SLVC REGISTRATION – Final Steps**

**Mass Immunization: Memorandum of Agreement**

[**http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml**](http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml)

Please read the Memorandum of Agreement paragraph at the top of the ImmPact page.

**Section 1. Mass Immunization Clinic Authority and Partner Relationship**

Please indicate if the Mass Immunization Clinic Authority will be responsible for all roles or if a combination of partners will be fulfilling the roles required by this MOA.

1. Our Clinic Authority will be responsible for ***ALL*** of the roles listed in the electronic portion of this MOA.
	1. If you select YES, the Clinic Authority column will fill “Responsible” for all line items in section 2
	2. If you Select NO, you must select yes for number 2
2. Our Clinic Authority will be working with outside stakeholders to assist in performing Mass Immunization Clinic(s) / Events
	1. If you select Yes, continue to section 2 and designate who is responsible for each line item. You may also designate who is participating.

NOTE: If you click YES for number 1 but meant NO, change item 1 to NO and select YES for number 2. This will clear the selections from the Clinic Authority column.

**Section 2: Mass Immunization Roles**

Please indicate the agreed upon responsible party and/or participants for each of the roles below.

* Each row must have one “Responsible” selected.
* Each row may have multiple “Participating” selections.

When you have completed Section 1 and Section 2 of the MOA, click NEXT to move forward to the signature page.

* Verify that the information on the signature page is correct.
* Click the button labeled “Submit Agreement Form” to send the MOA to the state for approval.
* You will be returned to the Manage Registration page.
* Your submitted registration agreement will be posted in the block labeled “Mass Immunization Registrations Pending Action By State”
* Click on the Print Sig link.
* Print the document.
* Have each partner sign and date the form.
* Fax the form to 207-287-8127\*.

***\*Please note that the Maine CDC will not move forward in approving your MOA until the signature page is received by ImmPact.***