



Steps to Certification Checklist. . . . .

**STEP**

**1**

**Register in CoveredCA.com**

- CIA will create an account in CoveredCA.com
  - Remember this is one login and URL
- ○ Remember PIN/username/password
  - CIA status is 'Pending' at this stage
- Be sure to finish the login to CoveredCA.com and complete CoveredCA.com Agent profile

**STEP**

**2**

**Training**

- CIA will receive an email from Covered California's Learning Management System (LMS) with login and password information to access the CIA Training Certification Track  CIA status is set to 'Eligible' status at this stage
- CIA must login to LMS at <https://learning.coveredca.com> and select the "Covered California Certified Insurance Agent Training, 2014-2015" located under "Upcoming Learning" and completed all online CBT courses.
  - Once the Online CBT courses have been completed, the CIA will select the "Agent Certification Exam"
  - Agent will select "Access Item" and proceed to take the Exam
    - A passing score of 80% or better is required to move forward

**STEP**

**3**

**Submission of Payment/Agent Agreement**

- CIA Submits Agent Agreement, Voter Registration documents, Exhibit A, Payee Data Record 203 & 213, Errors and Omissions Insurance, and makes the payment after receiving link from [agents@covered.ca.gov](mailto:agents@covered.ca.gov)
  - CIA will become "Certified"
    - CIA is now permitted to assist Employer/Employees/Individual.
    - CIA profile is now public
- Use the "Find Help Near You" feature in CoveredCA.com to locate CIA's in your area.

**You are now ready to enroll consumers in Covered California!**