Certified Enrollment Counselor Training Department How to Guide: Accessing Recertification Exam

- 1. In order to access the Recertification Exam, you must first **complete all 11 lessons** of the Covered California Recertification Training V2. The LMS will not let you access the Exam until these lessons show as completed.
- 2. Log into LMS
- 3. Click the "All My Training" button listed under the "My Completed Training" section of the LMS homepage. See below:

		COMING LEARNING TR	RANSCRIPT TR	AINING CATALOG	COLLABO	DRATION SPACES		
COVERED								
ECENT ANNOUNCEMENTS							My Certificat	ions
BE/CEC Re-Certification B	ack Online					10/7/2014	Next Expiration Date:	In Droger
ention all Certified Enrollment gin and access the recer	Counselors and Plan-Based	d Enrollers: The recertificat	ion training is availa	ble in the Learning	Management S	system (LMS). You may now	Revoked: 0	Complete
AN-BASED ENROLLER A	NNOLINCEMENTS					10/17/2013		
ve Webinar Make-Up Session: I	If you missed the Live Webi	inar on the Plan-Based Enro	oller Role, you can m	nake it up by taking	the recorded ve	ersion. Use the link below to	SEARCH	
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4. Locate the item "Covered California Recertification Training V2" and click on the name of the item. See below:

All My Training			🏯 External Learning				Waived Prerequisites		
Required Training	Required Training Certifications						Require	d Training Exemptions	
							Expired	Incomplete Content	
							View Pl	DF Files and Notes	
ALL MY TRA	INING (7)			Type All My	Training	Al • Fr	rom T	• Filte	r 🕞 Save as PDF 🔒 F
Title	Туре	Status	Score	Start Date	Completion Date	Expiration Date	Credit Type	Credit Hours	Action
ACCESSING CERTIFIED EDUCATOR READING MATERIAL V2	Announcement	Completed		10/3/2013	10/3/2013		N/A	N/A	
CAM-500c Create and Manage a Covered California Certified Enrollment Counselor Account	Online	Completed	100.00	10/11/2013	10/18/2013		N/A	N/A	View Certificate
Certified Enrollment Counselor Exam	Online	Completed	80.00	10/19/2013	10/24/2013		N/A	N/A	View Certificate
Certified Enrollment	Classroom	Completed		10/16/2013	10/18/2013		N/A	N/A	
Covered California Recertification Training V2	Onine	Completed		9/26/2014	10/8/2014		N/A	N/A	
Applications and Enrollment for Enrollment Counselors	Online	Completed	80.00	10/18/2013	10/19/2013		N/A	N/A	View Certificate
PLAN-BASED ENROLLER ANNOUNCEMENTS	Announcement	Completed		10/18/2013	10/18/2013		N/A	N/A	

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5. On the "Covered California Recertification Training V2" page, you will see the "Covered California Recertification Exam" item listed at the bottom of the page. Click on the name of the item. See below:

	TRAINING HOME	MY UPCOMING LEARNING TRANSC	RIPT TRAINING CATALOG	COLLABORATION SPACES	
COVERED					
CALIFORNIA					
Transcript					
		Covered California R	ecertification Trai	ning V2	
Format: 💻		Language			
Course Provider:		English (United States)			
Course Number:		Mary Datalla			
		You completed this item on 10/8/2014.			
Duration (Hours):		You have completed all of the required tr	ining assignments for this item fo	r this training period.	
Credits:		You must complete any associated surve	ys before you can obtain and viev	a certificate.	
D Item Details					
Surveys		Resume			
Course Evaluation					
		Description:			
		Welcome to the Recertification Course for C	ertified Enrollment Counselors ar	d Plan-based Enrollers.	
		This is a self-paced 3.5 hour course with the self-paced 3.5 hour course 3.5	h 11 lessons, covering program a	nd policy information and an in-depth look at	the CoveredCA.com/CalHEERS application process.
		To recertify, you must view each lesso	and then take the exam listed in	the Other Available Training area below.	
		 If you skip lessons, your transcript will 	show that you have not completed	the course.	
		The title slide for each lesson shows an	estimated duration. You must vi	ew each slide in the course.	
		At the end of each lesson, click on the	your audio is on. next lesson in the Course Table o	Contents You will have to double-click the	next lesson once, then close the current lesson with a nonun window, then
		double-click in the next lesson again.			
		 Plan-based Enrollers should contact plan 	e@covered.ca.gov		
		Certified Enrollment Counselors should	contact training@rhainc.com		
		 We hope you enjoy this learning experi- 	ence, and thank you for all your e	fforts on behalf of Covered California and you	ur fellow Californians.
		Other Available Training	e Fetad balow. After you complete	this item the presequisite condition for the it	ame liefad halow will ha fulfillad
		Title	And you complete	Type	Status
	C	Covered California Recertification Exam		./**	Not Started

6. On the "Covered California Recertification Exam" page, click the "Open Item" button. See below:



- 7. The Exam will open in a new window.
- 8. In order to receive completion credit for the Exam, you will need to obtain a score of 80% or higher.