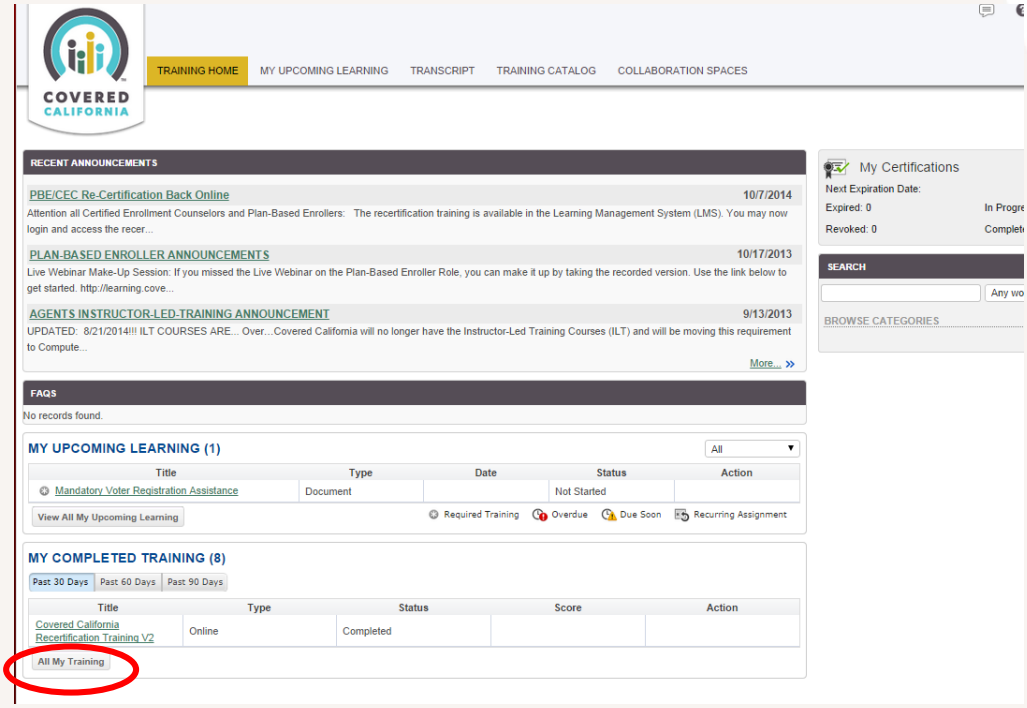
Certified Enrollment Counselor Training Department
How to Guide: Accessing Recertification Exam

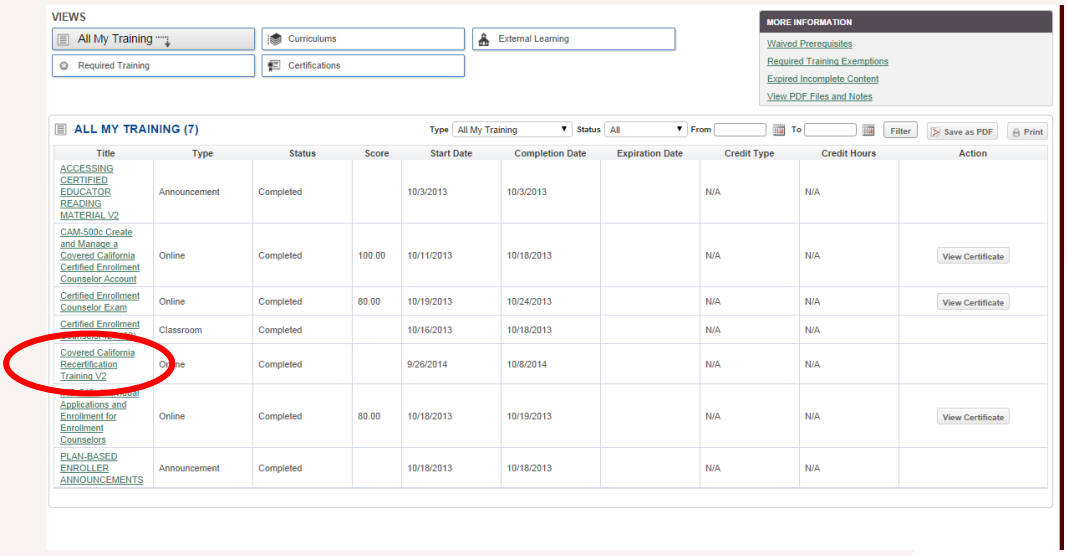
1. In order to access the Recertification Exam, you must first **complete all 11 lessons** of the Covered California Recertification Training V2. The LMS will not let you access the Exam until these lessons show as completed.

2. Log into LMS

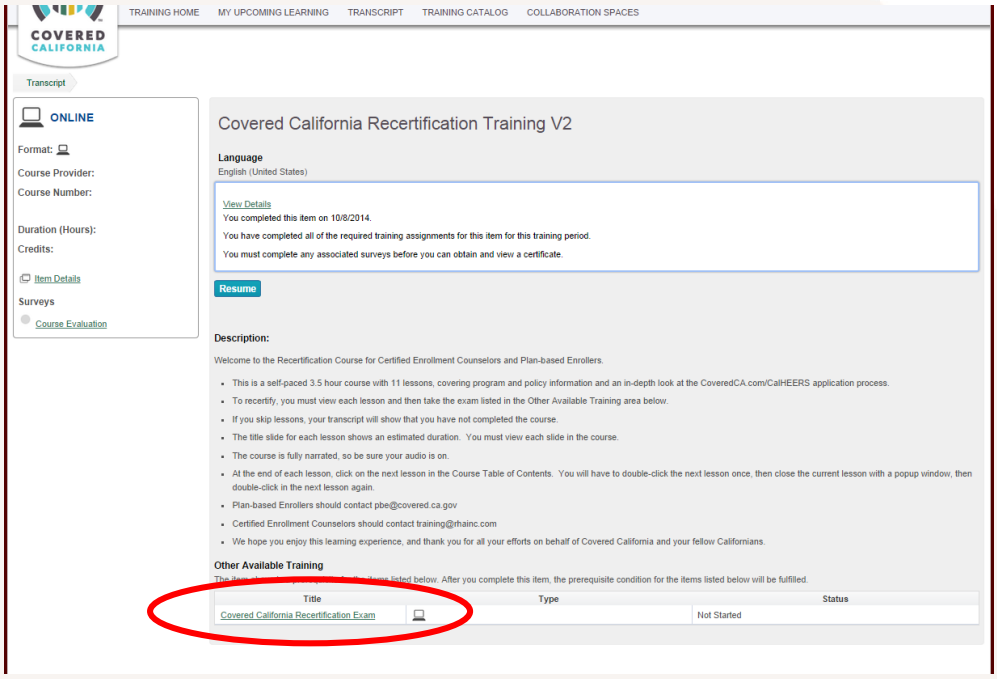
3. Click the “All My Training” button listed under the “My Completed Training” section of the LMS homepage. See below:



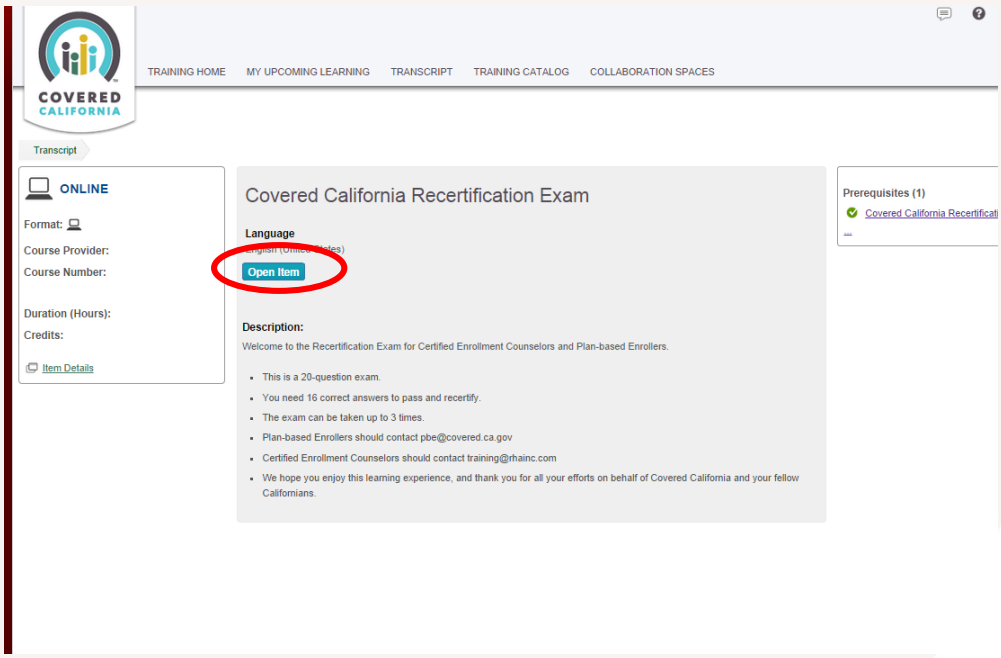
4. Locate the item “Covered California Recertification Training V2” and click on the name of the item. See below:



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:



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.