

Certified Application Entity Application Now Available!



Steps to become a Certified Application Entity (CAE)

STEP

1

Complete Application

- Access the application home page at:
<http://IPAS.ccgrantsandassistors.org>
- Download the Entity Application Worksheet found in the Entity Application Toolkit
- Review worksheet for information and documentation required to successfully complete the application
- Create username and password in the online application
- Complete all required fields
- Submit required documents
 - Agreement
 - Conflict of Interest Prevention Plan
 - Proof of Business Status
 - Proof of Insurance
 - Proof of current or valid license
- Submit your agreement!

STEP

2

Application Review - by Covered California

- Covered California reviews for eligibility and completeness after the application has been submitted (review process will take 5-7 business days)
- Receive notification from Covered California by email and phone regarding missing application information (if applicable)

STEP

3

Receive Approval

- Receive notification from Covered California by email regarding application approval or denial based on program requirements
- Approval email will also provide directions of next steps for required Entity Management Training

STEP

4

Complete Training

- Receive email from Covered California to complete the Entity Management Training required for the Primary Contact
- Complete the Entity Management Webinar Training (approximately 1 hour) within 90 days
- Prepare to start working with consumers by finalizing a roster of Certified Counselors in Entity application. See page two for instructions

- For more information, contact the Enrollment Assistance Support via email at:
enrollmentassistancesupport@covered.ca.org
- For more information regarding Training or the Learning Management System(LMS), contact the Training Help Desk via email at: CCULearning@covered.ca.gov

How to become a Certified Application Counselor



Steps to Certified Application Counselor (CAC)

STEP 1 Affiliate

1

- Individuals interested in becoming a Counselor must affiliate with an Entity. If you are not already affiliated with an Entity, the affiliation process includes the following steps:
 - Go to <http://www.ipas.ccgrantsandassistors.org>
 - Under section M click "Certified Entities by County".
 - Search for a prospective Entity in your county.
 - Contact the prospective Entity to discuss affiliation.
 - After the individual and Entity agree to affiliate, the Entity will add the individual to their entity application to start the certification process.

STEP 2 Background Screening

2

- Receive a pre-filled Criminal Disclosure form from your Entity, complete all information and send to Fax: **916-228-8905** or Mail: **HBEX/California Health Benefit Exchange | CONFIDENTIAL - BACKGROUND CHECKS | Office of Legal Affairs, 1601 Exposition Blvd., Sacramento, CA 95815**
- Receive a pre-populated Live Scan Fingerprinting form from Entity, then go to: http://www.capitallivescan.com/covered_ca_home.html to find the nearest approved Live Scan location to schedule an appointment. **Bring two completed Live Scan forms to your appointment.**

STEP 3 Training

3

- Once Entity and Counselor applications are approved:
 - Receive email from Covered California's Learning Management System (LMS) with login ID and password information to access your training certification track.
 - Login to LMS at <https://learning.coveredca.com> and access your certification track by clicking on "My Courses" Refer to the LMS User Guide for login instructions and accessing training. To fulfill the training requirements Counselors must complete:
- The Learning Management System (LMS) Computer-Based Training (CBT) curriculum contains 7 online courses; Counselor candidates are required to complete all 7 courses and the 50-question certification exam (must score 80% or better) within 30 days.

STEP 4 Register in CoveredCA.com

4

- After all Counselor training requirements are completed, and background results are received. Counselor will receive an email with link to CoveredCA.com with a personal Delegation Code to register as a Certified Counselor (if cleared background check).
- Login to CoveredCA.com to complete Counselor user profile.
- Receive your official Covered California badge. Your Entity primary contact must upload your headshot photo into your Counselor application before your badge is mailed.

You are now ready to enroll consumers in Covered California!

- For more information, contact the Enrollment Assistance Support via email at: enrollmentassistancesupport@covered.ca.org
- For more information regarding Training or the Learning Management System(LMS), contact the Training Help Desk via email at: CCULearning@covered.ca.gov