



## Steps to Become a Certified Entity

STEP

1

### Complete Application

Entity representative will access the Certification Portal Self Registration page at: <https://coveredca.force.com/Certification/s/login/SelfRegister>, and

- Complete all required fields
- Create username and password
- Submit required documents, including:
  - Entity Agreement
  - Proof of:
    - Current valid license, and
    - Insurance coverage (General Liability and Workers Compensation)
  - Conflict of Interest Prevention Plan
- Submit the application!

STEP

2

### Application Review by Covered California

- Covered California reviews the Entity Application for eligibility and completeness (process will take from **7-10 business days**), and will
- Request from the Entity applicant any missing information (if necessary).

STEP

3

### Receive Approval

Covered California sends Entity an email regarding application approval or denial based on program requirements, and

- If approved, provides additional Certification requirement instructions for the Entity to complete.

STEP

4

### Complete Training

Covered California emails instructions for Entity Primary Contact to complete required online Entity Management Training in the Learning Management System (LMS) within 90 days from registration.

Upon completion of all registration requirements, the Certified Entity may complete their enrollment counselor roster and prepare to enroll consumers in affordable health care insurance.

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