

# Certification Program Overview

## 2023-24 Web Producer



### OBJECTIVE

Web Producers are Associated Brokers working under one of the organizations that have a contract with Connect for Health Colorado. The Web Producer certification program provides the minimum body of knowledge required for web producers to operate on the Connect for Health Colorado Marketplace. The Web Producer Certification program consists of online classes and a required agreement. **The required agreement must be signed electronically and does not need to be printed and submitted.**

### REQUIREMENTS FOR CERTIFICATION

Connect for Health Colorado is committed to our partnership with Certified Brokers, who hold an active Colorado Accident and Health license. We feel clients and potential clients of Connect for Health Colorado should have a licensed Broker/Agent to represent their health insurance needs and to assist them with enrollments.

The following are required for certification:



Current Colorado Accident and Health license (resident or non-resident)



Errors and Omissions insurance of at least \$1,000,000 per occurrence / \$1,000,000 aggregate



An **electronically** signed Colorado Connect Producer's Agreement



Completion of the Connect for Health Colorado online certification coursework

### HOW TO GET CERTIFIED IN 4 STEPS



1

Create or log in to your [C4U](#) account



2

Electronically sign the required agreement in [C4U](#)



3

Complete all assigned online courses/quizzes in [C4U](#)



4

Access and download [certificate of completion](#)

## HOW TO LOG INTO THE C4U OR CREATE A C4U ACCOUNT



1. Go to <https://c4hco.csod.com/>
2. Login with your credentials if you are a returning user or if new, select [Create a new account](#)
  - Follow the instructions found at the top of the form carefully
  - If you are unsure on your Position/Role, be sure to check “Explanation of Position or Roles” document

3. Next, you will define a security question before being logged into the C4U



**If you are new to C4U**, please be sure to select the “[New? Start here](#)” button found on the Welcome screen to learn how to navigate our portal



**To learn more about the Web Producer Certification Program** and how to complete the program, check the “[Certification Programs](#)” page



Once you are registered and logged in, the appropriate curriculum can be found on your [Transcript](#). If you do not see your coursework or if you are assigned incorrect coursework, send an email to [TrainingSupport@c4hco.com](mailto:TrainingSupport@c4hco.com) requesting the appropriate curriculum (during business hours, Monday-Friday 9:00 AM-5:00 PM MST). Any requests after business hours will be processed no later than the beginning of the following business day.

## REQUIRED DOCUMENT



The Certified Producer Agreement Form is required to be **electronically signed** in **C4U**. You will have the option to view and save the document for your records. If you have any questions regarding the terms and conditions of this form, please contact the Broker Team at [BrokerTeam@c4hco.com](mailto:BrokerTeam@c4hco.com).

1. Select the “**Launch**” button next to the document
  - The document will open in a new browser window where you can view and download the document for your records
  - You can relaunch the document at any time even after electronically signing it
2. Return to the C4U and select the “**Mark Complete**” button, which replaced the “**Launch**” button from before
3. Select the “**Sign**” button, which replaced the “**Mark Complete**” button
4. Scroll to the bottom and select the “**Sign**” button found next to your electronic signature

The screenshot shows a web interface for training details. It includes fields for Training Type, Provider, Version, Training Hours, Description, Status, Training Purpose, and Due Date. Below this is an 'Assignment and Version History' section and an 'Electronic Signature' section. The signature section contains a text area with the text 'I have read, understood, and agree to all of the terms and conditions of this document. This confirmation constitutes an electronic signature.' Below the text area is a signature field with the name 'Shorita Wesley' and a 'Sign' button. A red arrow points to the 'Sign' button.

## REQUIRED TRAINING



The **Web Producer Certification training** is about **19** training hours



The **course description** for each training can be found on our [website](#) and in **C4U**

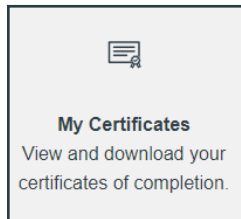
## NEXT STEPS



Once you have completed your certification, you can download your certificate of completion from [C4U](#).

### How to download your certificate:

1. Select the “[My Certificates](#)” icon on the Welcome page



2. Select the “**View Certificate**” button next to the completed curricula to download the certificate



You will need to contact your team lead for your next steps.