

Training Instructions: Getting started with the Learning Management System

About This Program

The Learning Management System (LMS) is used to access the Connect for Health Colorado certification training program. It is designed to give Health Coverage Guides and Certified Application Counselors essential knowledge and skills that will enable them to provide assistance to Coloradans enrolling in the Marketplace. Certification is required annually, and training modules are refreshed as needed annually. The annual certification periods are timed with the annual Open Enrollment Period. After becoming certified, learners can return to the training modules to refresh knowledge. The LMS also has a Resource Library with additional learning and job aids.

Requirements to Become Certified

To complete the certification program, an assister must complete *all* of the following components:



Coursework

Coursework consists of a set of essential modules, organized topically. To complete a module, the learning must go through each slide and take the quiz at the end with a passing score of 80% or higher. Modules and quizzes can be taken an unlimited number of times.



Agreements

To complete this step, carefully read through the Requirements section (and associated documents). Then, read each attestation and mark agreement by checking the box next to each – this acts as an *electronic* signature.



Certificate

Once the above requirements are complete, access is unlocked to an official certificate that you can be downloaded and printed, or e-mailed. This certificate is accessible at any time by logging back into the LMS profile.

Begin Learning

1. Go to the portal for the LMS:
<https://training.connectforhealthco.com>.
2. Log into an existing account or select “Create New Account.”
3. Fill out the profile completely and accurately. When returning, please **update your profile** by clicking the user name in the upper right corner, selecting profile, then selecting edit.

- Be sure to select the correct role – Health Coverage Guide or Certified Application Counselor. *This field ensures the correct training pathway and the correct certificate.*

Security question ?

Enter the words above

Get another CAPTCHA

Get an audio CAPTCHA

▼ Required: Your Role

Role*

ROLE VERIFICATION: By selecting this box, I am verifying that I have carefully reviewed the above options and chosen the role that most accurately describes what I do. I understand that choosing the correct role is critical for my enrollment in the correct training pathway/coursework.*

Company/Organization*

▼ REQUIRED FIELDS for Agents/Brokers

Agent License Number **DO NOT include any letters or leading zeros** (if you are not an agent/broker, please enter "N/A" in this field)*

- Pay special attention to the *required fields* section for HCGs & CACs. Click on the arrow to expand the view and see all of the fields. It's very important to fill out ALL fields in this section. If your organization is listed in the Assistance Site drop down, make sure that the 'role' selected above is Health Coverage Guide. If your organization is listed in the CAC Designated Organization drop down, make sure that the 'role' selected above is Certified Application Counselor. When finished, click "Create my account" or "Update Profile" at the bottom of the form to *save*.
4. Return to the homepage, and click "Start Learning" to go to the My Learning page where coursework can be found.
 5. At any time, the page with coursework can be accessed by clicking on 'My Learning' at the top of any LMS page. A detailed guide for certification can be found by clicking on 'Training Guides' at the top of any LMS page.
 6. Click on the "Coursework" icon to get started on training modules.
 7. On each Coursework page, click on each topic to launch that training module. Move through the module as instructed and take the quiz at the end (passing is 80% or higher). Return to the coursework page and move to the next module until all are complete.
 8. Return to the My Learning page and move to the "Agreements" section, which will now be unlocked. Follow instructions on this page carefully.
 9. When finished with the Agreements, return to the My Learning page and click on the "Certificate" icon. Follow the prompts to generate a certificate of completion. Return to the LMS My Learning pages and Resource Library to refresh knowledge and find additional learning content.