

Broker/Agent Certification Training

FY 2025-26









What is the Connect for Health Colorado Certification Training?

The Broker/Agent certification program provide the minimum body of knowledge required for Colorado-licensed Brokers/Agents to operate on the Marketplace or Colorado Connect.

Note: You must complete the Connect for Health Colorado certification program annually; **no exceptions**.



Broker/Agent Roles



Brokers/Agents

Individuals who are licensed by the State of Colorado in Accident & Health, who will be authorized to enroll a consumer into a Qualified Health Plan (QHP) through the Marketplace.



Issuer Dedicated Sales Team (IDST)

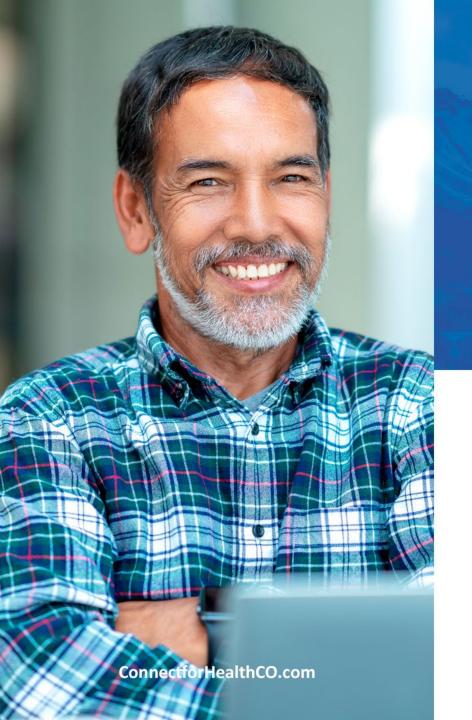
Insurance companies that offer health and/or medical plans on the Marketplace have dedicated sales teams that can help customers complete their application for eligibility and submit their enrollment.



Web Producers

Web Producers are Brokers working under one of the organizations that have a contract with Connect for Health Colorado.





New Brokers/Agents

New Brokers/Agents are individuals new to our Marketplace (have not completed our certification training for the most recent year).

Returning Brokers/Agents

Returning Brokers/Agents completed the Connect for Health Colorado certification training for the most recent year between September 1, 2024 and October 15, 2024. They will be assigned the Returning Broker/Agent curriculum. This applies to Brokers and IDST only.

Certification Requirements

Connect for Health Colorado is committed to our partnership with Certified Brokers, with 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



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



Errors/Omissions insurance of at least \$1,000,000 per occurrence/ \$1,000,000 aggregate (not required for IDST)



E-sign Connect for Health Colorado Producer's Agreement



Complete Connect for Health Colorado Online Certification Coursework







Some online courses have been replaced with reference guides.



Some online courses have been replaced with videos (with quiz).



Reference guides will not have a quiz associated.



New Broker and Returning Broker have been reduced.

What's new this year?





The New and Returning Broker/Agent Certification Training will be available only during the recertification period (September 1 – October 15, 2025).

The New Broker/Agent Certification Training will close on October 15, 2025 and will become available again starting January 1, 2026.

What's new this year?





Reduced coursework will take approximately 6 hours (full coursework is approximately 9 hours).



Only available during recertification (September 1 through October 15).



If you prefer to take the New Broker/Agent curriculum, you must email TrainingSupport@c4hco.com.



Only available for those who completed the 2024-25 Certification Training between September 1 through October 15, 2024.

Returning Curriculum will be Available (for Brokers and IDST only)



Continuing Education Units (CEU) for Coloradolicensed Brokers



New Broker/Agent Curriculum = 8 CEU **Returning** Broker/Agent Curriculum = 6 CEU



Our training does not include ethics CEU.



Get Certified



Create or log in to your C4U account



Electronically sign the required agreement in the C4U



Complete all assigned online courses/quizzes in C4U



Access and download certificate of completion





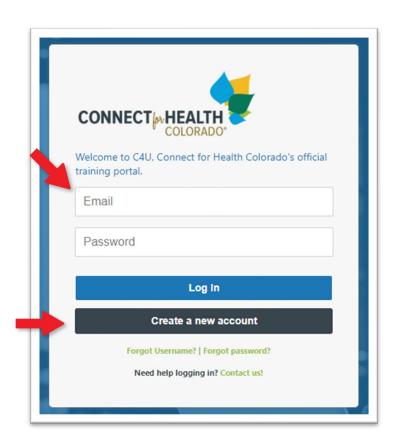




Access C4U Complete Training Download Certificate



https://c4hco.csod.com/login/render.aspx?id=welcometoc4u



This link is available on our <u>ConnectforHealthCO.com</u> website when selecting the "<u>For Brokers</u>" link in the footer.

- New users can create an account by selecting the "Create a new account" button and making sure they select their appropriate <u>Role</u>.
- If you created an account previously, **DO NOT** create a new account, log in with your registered email and password.





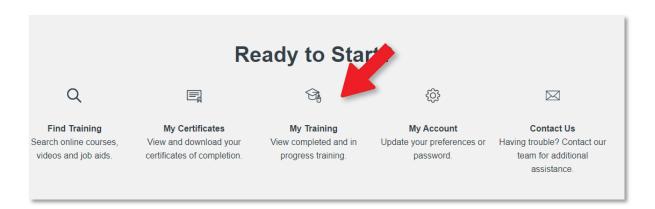






Complete Training

Download Certificate



Once you log into your account, you will find your assigned training by selecting the "My Training" icon on the Welcome page within 24 hours after creating your account.





If you do not see your coursework after 24 hours, are assigned incorrect coursework, or wish to take the full coursework rather than the reduced coursework option, send an email to TrainingSupport@c4hco.com requesting the appropriate curriculum (during business hours, Monday-Friday 9:00 AM-5:00 PM MT). Any requests after business hours will be processed no later than the beginning of the following business day.









Complete Training Download Certificate





You will be assigned **one** of the above certification training options. Select the **"Open Curriculum"** button to start the training.





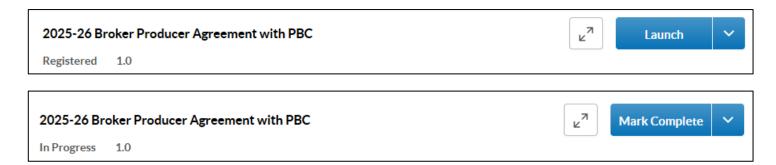


Complete Training

Download Certificate

The training will consist of documents, online courses, videos, and quizzes.

To complete a document, select "Launch" and then "Mark Complete."



The Producer Agreement is the only document that requires you to select "Sign."









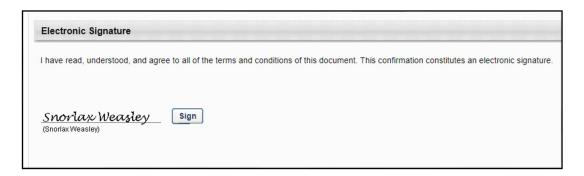


Complete Training

Download Certificate

Towards the bottom, select the "Sign" button next to your name.

A time stamp of your signature will appear and you can select the "Back" button to return to your curriculum.





You will see the "Completed" status" below the title of the document.

2025-26 Broker Producer Agreement with PBC			_L ⊿	Request	~
Completed	Completed: 8/13/2025	1.0			





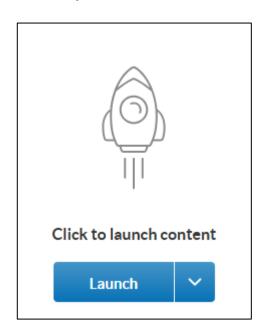


Complete Training

Download Certificate

To complete an online course, select the "Launch" button and then "Start Course."

You will see the "Completed" status" below the title of the online course after passing the quiz.











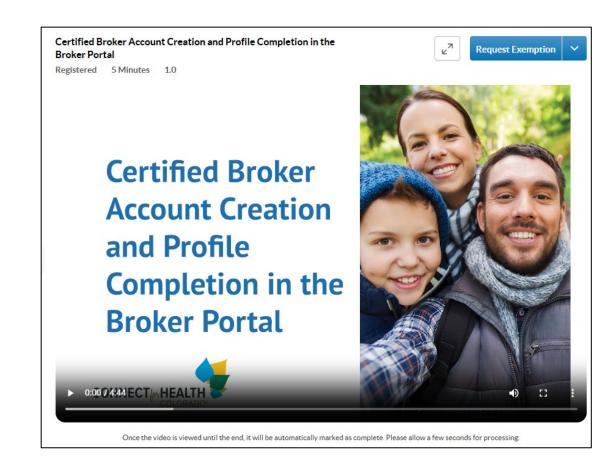


Complete Training

Download Certificate

To complete a video, play the video. Once the video is viewed until the end, it will be automatically marked as complete. Please allow a few seconds for processing.

You will see the "Completed" status" below the title of the video.











Complete Training

Download Certificate

For video training, you will be required to pass a test. You can retake the quiz as many times as necessary to pass.

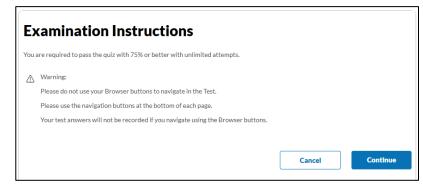
Select "Launch Test" and complete the test with the necessary passing score found in the instructions of each quiz.

After selecting all answer choices, select "Review" answers and "Submit Final Answers."



You will see the "Completed" status" below the title of the test after passing.







Submit Final Answers



ConnectforHealthCO.com

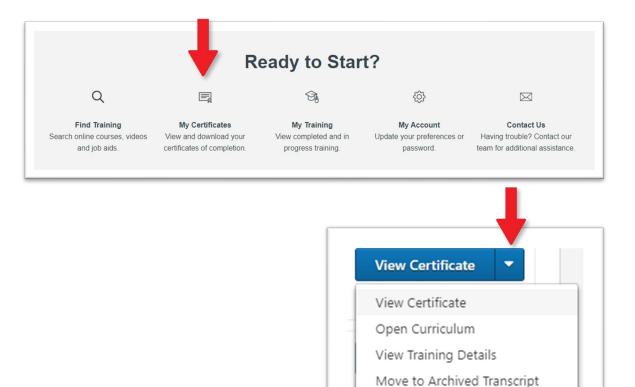




Complete Training

Download Certificate





On the C4U Welcome Page, select the "My Certificates" button

Select the drop-down option next to the blue button to view your certificate, open the curriculum, view the training details, or Archive the training





Recertification (for Returning Brokers/Agents) and Certification Training (for New Brokers/Agents and Web Producers) must be completed annually and begin **Sep. 1, 2025.**



Recertification is from Sep. 1, 2025 through Oct. 15, 2025

Individuals who **DO NOT** complete the recertification training by the deadline will not be permitted to complete the Returning Broker/Agent curriculum and will be required to complete the New Broker/Agent curriculum.





Important Note: The Broker/Agent Certification Training is available during the following periods:

September 1 – October 15, 2025 January 1 – July 31, 2026





programs, please contact Training Support @c4hco.com.

