

Care Improvement Plus

Certification Instructions

Step 1: Go to www.careimprovementplus.com/credentialing4integrated

Step 2: Complete the **Agent Identification Information**.

Step 3: **Client Package Code** = Integrated

Step 4: Complete the **Broker Information Sheet**

Step 5: Sign the **Broker Ethics Acknowledgement Form**

Step 6: Sign the **Consumer Reports Authorization Form**

Step 7: Attach a copy of proof of **E&O**

Step 8: Submit forms

Step 9: Once the forms have been submitted and a background check has been completed, you will receive an email with a weblink that will allow you to complete the three training modules and certification exam. Writing agents should receive this email within two (2) business days of submitting all required forms, provided the background check finds the agent is properly licensed and otherwise in good standing.

Step 10: All Agents must complete either online or in-person training and testing. Care Improvement Plus will offer in-person training and testing sessions in all of our markets, and you will shortly receive dates, times, and locations for these training sessions. The content for the online and in-person training is virtually identical. If you choose to attend an in-person training session, you must still complete the online broker information and credentialing forms prior to attending the in-person training in order to receive a Care Improvement Plus agent writing number.

Step 11: Once the writing agent has passed the certification exam, the writing agent will receive a new writing number by email within two (2) business days. **Current writing numbers will no longer be valid after Wednesday November 14, 2007.** However, rest assured, the agent's new writing number will be crossed referenced with the current year's writing number to ensure accurate and timely identification of the FMO and agent of record in order to process payment of renewal commissions.