

2020 SCAN Sales Agent Certification/Recertification Requirements



For New Agents: You must be affiliated with an Agency that contracts with SCAN. New agents must complete the following contracting and agent training process prior to receiving a “Certified to Sell” email communication.

➤ **Complete Contracting:** Your agency must email SCANbrokercontracting@scanhealthplan.com with your license number for you to receive a contract via DocuSign. Electronically complete SCAN’s contracting paperwork which includes these items:

- » Hierarchy Form
- » State Insurance license
- » Errors & Omissions policy attestation
- » Signed W-9 (current year)
- » Agent Contact Form
- » Agent Agreement
- » Assignment of Commissions - If applicable

New and Returning Agents:

➤ Go to <https://scan.cmpsystem.com>

➤ When logging for the first time enter “**SCAN**” (case sensitive) to access the website.

➤ **SCAN’s Tier 1 Training Requirement:**

▪ **Complete AHIP’s comprehensive online training.**

- ✓ Training curriculum includes modules on Medicare Marketing and Fraud, Waste and Abuse segment. Completing this training also satisfies the CMS requirement for General Compliance training. Note: agents are encouraged to access and complete the training using SCAN’s training portal. The fee for the AHIP certification through SCAN is \$125 and payment is made through the portal. <https://scan.cmpsystem.com>

If you have previously completed AHIP certification and are new to SCAN, when logging in through SCAN’s portal, select “create an account”. To enable your AHIP completion to carry over to the SCAN portal, you must enter the same log-on information that you used when you registered with AHIP. This is usually your National Producer Number.

➤ **SCAN’s Tier 2 Training Requirement:**

▪ **Watch SCAN’s online training video and attest that you have read and understand our Code of Conduct & Policies and Procedures.**

- ✓ When your AHIP training is complete and you have passed the test, SCAN’s online “Selling With Integrity” training will “unlock”. View the 30 minute video – and additionally, you will be asked to “attest” to the fact that you have reviewed SCAN’s Policies & Procedures and Code of Conduct. <https://scan.cmpsystem.com>

➤ **SCAN’s Tier 3 Training Requirement:**

▪ **Register for a local market, face-to-face training session.**

- ✓ Upon completion of your Tier 2 training you’ll gain access to our Tier 3 training calendar which lists SCAN’s market-specific, local area, face-to-face training dates. Register for the most convenient session. Attend and pass the final exam with a minimum score of 85%. If your contract is complete, within two working days you will be notified that you are certified to sell SCAN products. <https://scan.cmpsystem.com>

Questions? Contact the Sales Support Team at 1-888-445-2038

