

# HOW TO GET CERTIFIED TO SELL COVERED CALIFORNIA FOR SMALL BUSINESS

Our online certification program takes about an hour, making it easy for you to start selling Covered California for Small Business (CCSB) small group health plans. **There's no test or annual certification!**

Ready to get started, visit

[bit.ly/CCSBfastcertification](https://bit.ly/CCSBfastcertification)

## 1: Apply to Become a CCSB Certified Insurance Agent

Click the *apply now link* located in step one of the web page instructions.

Fill in the application completely. It will take approximately one business day for Covered California to validate your license with the California Department of Insurance. Following validation of your license, you will receive an email from Covered California University with login information to access the CCSB Certified Insurance Agent Training.

## 2: Complete Online Training

Log in to Covered California's online training to access the CCSB Certified Insurance Agent Training. Select "*Covered California for Small Business Certification*," located under "*My Courses*." CCSB certification training can be found in the Certification Courses/Curriculum's Certification folder.

To launch the training, select the *Covered California for Small Business Certification Training*. The training takes about one hour, and upon completion you will be able to print a certificate of completion for your records.

## 3: Submit Payment and CCSB Agreement DocuSign Forms to Covered California

Approximately two business days after completing the training, you will receive an email from DocuSign with instructions to sign and submit the CCSB Agreement via DocuSign and pay the California Department of Insurance endorsement fee. Covered California requires every agency to designate a person within the agency to act as an agency manager. This person must be licensed and will have access to the agency's full book of business. Agency managers or authorized signers, or both, will also be required to upload the errors and omissions (E&O) certificate and review and sign the Payee Data Form 204 and STD 213. Please allow three to five business days for the final paperwork to be processed by Covered California.

## 4: Certification Status

Once Covered California processes the final paperwork, an email notification will be sent indicating you are certified. You can begin enrolling California small businesses in group plans.

If you need assistance with your certification, please contact  
(855) 777-6782 or [AgentContracts@covered.ca.gov](mailto:AgentContracts@covered.ca.gov)  
[CoveredCA.com/ForSmallBusiness](https://CoveredCA.com/ForSmallBusiness)



**COVERED CALIFORNIA**  
**SMALL BUSINESS**