

How to Enroll in Assister Training – Video Transcript



This document is a transcript for the CDO Learning Series.

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Welcome

Welcome to the tutorial for How to Enroll in Assister Training on the Marketplace Learning Management System. This tutorial will show you how to access Federally-facilitated Marketplace Assister Certification Training.

Acronyms

Throughout this video we will reference certain acronyms which you will need to understand. They are:

FFM which refers to Federally-facilitated Marketplace,
MLMS or Marketplace Learning Management System,
CMS for Centers for Medicare and Medicaid Services, and
CAC or Certified Application Counselor.

Purpose and Resources

In this video we'll show you how to enroll in training required to become a Certified Application Counselor or Navigator. For additional tutorials that will walk you through how to complete certification training and print your certificate, validate your Assister ID, view your CMS Portal Account Profile information and more, visit the Training Resources page at Marketplace.cms.gov

How to steps

Training access can be found in the Training Options portlet, or by clicking the Training Options link on the left-hand menu. From the Training Options portlet, click "Action" and then "Begin Enrollment" as shown here. From the Training Options page, select "Action" and "Begin Enrollment" for the training you want to take first. All required trainings for this plan year are set for one click enrollment. All courses are auto checked. All you need to do is select Complete Enrollment to enroll in the full required curriculum.

The Registration Confirmation page confirms your enrollment. You can then navigate to Current Learning to begin taking the required courses. From Current Learning you can select sort order and select go, or leave as default. Once you have found the course you wish to start you can select the launch button.

Conclusion and Support

For information on how to complete training and print your certificates, please visit the Training Resources page at Marketplace.cms.gov

In this video we showed you how to enroll in Assister training in the MLMS. For questions related to FFM Assister Certification training on the MLMS, reach out to the MLMS helpdesk at MLMS HelpDesk@cms.hhs.gov, or visit the Training Resources page at Marketplace.cms.gov.