


2016 CERTIFICATION CHEAT SHEET

SilverScript	<p>www.silverscriptagentportal.com</p> <p>The first two courses of the 2016 SilverScript Agent Certification curriculum, Medicare Overview and Compliance, are now available via the SilverScript Agent Portal's Training & Certification tab. Copies of the courses are available in the Agent Portal's Reference Materials section, which can be viewed while taking the course quizzes. This provides for a very helpful "open book" test.</p> <p>If you have completed the 2016 AHIP or Gorman certification curriculum, we will give you credit for completing these two courses.</p> <p>Log into the SilverScript Agent Portal and click on the Training & Certification link for instructions on how to submit your proof of completion or to take the FREE SilverScript courses.</p> <p><u>Renewals</u> You must complete the 2016 annual certification requirements prior to December 7, 2015 (the last day of AEP), in order to be eligible for 2016 renewal commission.</p> <div data-bbox="327 870 1285 1474" style="border: 1px solid black; padding: 5px;"><p><u>Steps to Access the SilverScript 2015 or 2016 Certification Curriculum</u></p><p>When you're ready to complete your training, click Access Online Training.</p><p>As the training module begins to load you may see random Internet system messages referencing an error trying to log you into the course. <i>Do not be concerned by this message.</i> Within a few seconds the CourseMill window will open and take you immediately to the My Courses page.</p><p>Click the green and white icon to access the course list. </p><p>After you click the icon, a list of the required training courses will appear. Start each course by clicking the blue and white launch icon next to the course name. After you complete a course and pass the exam you will be directed back to the My Courses page. Repeat the steps above until you complete all the required courses.</p></div>	<p>Email: ProducerSalesResource@CVSCaremark.com</p> <p>Phone: 1-888-277-4174</p> <p>2016 AHIP/Gorman will apply as credit for Medicare Overview and the Compliance courses for BOTH 2015 and 2016. However, agents must complete 2015 product/process courses AND 2016 product/process courses to be eligible for both years.</p> <p>Non-writing principals must certify in order to receive overrides.</p>	<p>2016 Medicare Overview and Compliance Courses: July 14th</p> <p>Product Specific Training - Early Aug</p>
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Important time-saving information if you've completed AHIP or Gorman 2015 or 2016 Medicare Part D annual certification

There are four courses you need to pass in order to sell SilverScript Part D plans to your clients. You'll earn credit for two of them -- the **SilverScript Insurance Company Medicare Overview** course and the **Compliance** course -- as soon as we receive your **AHIP or Gorman 2015 or 2016 Medicare Part D completion certificate**.

Please note that you are **still required to complete** the SilverScript Product & Process course and the SilverScript Attestation course.

How to receive credit for your AHIP or Gorman coursework

Step One: Complete your SilverScript Training Curriculum

Launch the 2015 or 2016 curriculum and complete the SilverScript Product & Process course now. We cannot apply your AHIP or Gorman credits until you access the SilverScript Product & Process course. You'll be able to access the Attestation course as soon as you pass the Product & Process course and the AHIP/Gorman credit is applied. (See further instructions below.)

To receive credit for your AHIP/Gorman coursework once you've completed SilverScript training, please submit your 2015 or 2016 Medicare Part D certificate of completion by:

- > **Uploading** the certificate to Silver Mail (upper left corner of the Portal)
- > **Emailing** your certificate to ProducerSalesResource@Caremark.com with "AHIP/Gorman Training Certificate" and your SilverScript Agent ID in the email subject line.
- > **FAXing** your certificate to 1-866-208-5262.

We'll process your AHIP/Gorman credit within 5 business days. You'll see a score of 98. That's the indicator that you received credit for completing the AHIP/Gorman curriculum.

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	<p><u>When you're done with training</u></p> <p>When you pass all courses and print out the completion certificate you should then:</p> <ul style="list-style-type: none">• > Click "logoff" located at the top right corner of the training program window• > Close the training window• > Refresh your Portal page. <p>Keep in mind that you can download/open a PDF version of each training course for reference while you are taking the tests. Click on the Reference Material link (you can always find that on the left side of the Portal's main screen) and then open the files.</p> <p>2016 Medicare Overview for Agents</p> <hr/> <p>2016 Medicare Compliance Course for Agents</p> <hr/> <p>2016 SilverScript Product and Process Course for Agents</p>		
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