

ADMINISTRATIVE/BROKER STAFF CERTIFICATION PROGRAM

This program provides basic information for those who assist a Broker or agency (but may not be licensed). This curriculum includes an overview of the Marketplace, Colorado Connect, Broker Portal management and our required compliance training.

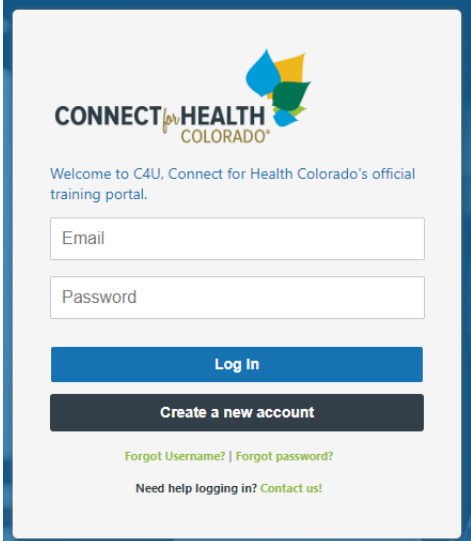
REQUIREMENTS FOR CERTIFICATION

You are required to complete the Connect for Health Colorado online certification coursework for Administrative/Broker Staff.

The course description for each training can be found on our [website](#) and in [C4U](#).

GET STARTED

1. Go to [C4U](#), our official training portal
2. Login with your credentials if you are a returning user or if new, select [Create a new account](#).
 - Follow the instructions found at the top of the form carefully.
 - If you are unsure on your Position/Role, be sure to check [Explanation of Position or Roles document](#).
3. Next, you will define a security question before being logged into the C4U.



The screenshot shows the C4U login portal. At the top is the Connect for Health Colorado logo. Below it is a welcome message: "Welcome to C4U, Connect for Health Colorado's official training portal." There are two input fields: "Email" and "Password". Below these are two buttons: a blue "Log In" button and a dark grey "Create a new account" button. At the bottom, there are two links: "Forgot Username? | Forgot password?" and "Need help logging in? Contact us!"



If you are new to C4U, please be sure to select the “[New? Start here](#)” button found on the Welcome screen to learn how to navigate our portal.



To learn more about the Administrative/Broker Staff Certification Program and how to complete the program, check the “[Certification Programs](#)” page.

Once you've registered and logged in, your assigned curriculum will appear in your Transcript within 24 business hours.

If you don't see the correct coursework, or if something appears incorrect, please email TrainingSupport@c4hco.com during business hours (Monday–Friday, 9:00 AM–5:00 PM MST) to request the appropriate curriculum.

Requests received after business hours will be processed by the start of the next business day.



NEXT STEPS AFTER COMPLETING THE TRAINING

A Certificate of Completion will be available in C4U under your [Completed Transcript](#) for your records. Next, you'll need to work with your primary Broker to set up or update your Broker Portal account.

Resources on how to receive an invitation and complete the setup are available in [C4U](#).



If you have any questions about this program, please don't hesitate to contact us at TrainingSupport@c4hco.com.