

ASSISTANCE NETWORK OUTREACH SPECIALIST CERTIFICATION PROGRAM

Outreach Specialists are part of the Assistance Network (affiliated with a designated organization) and help conduct outreach and provide education to their communities regarding their health care options including: the Marketplace, Colorado Connect, and Health First Colorado. Outreach Specialists do not assist with eligibility or enrollment applications but rather refer individuals and families to an Assister for support with this process. Outreach Specialists can associate with either a funded or non-funded organization. This program consists of online classes and required agreements. You will be able to print the required documents, but they must be signed electronically for certification.

REQUIREMENTS FOR CERTIFICATION

You are required to complete the following training coursework:

1. You must work or volunteer for an organization that is a contracted Assistance Site or Certified Application Counselor (CAC) Designated Organization
2. Completion of a background check with an Assistance Site or CAC Designated Organization
3. Completion of the Connect for Health Colorado online certification coursework
4. Attestation of Required Documents

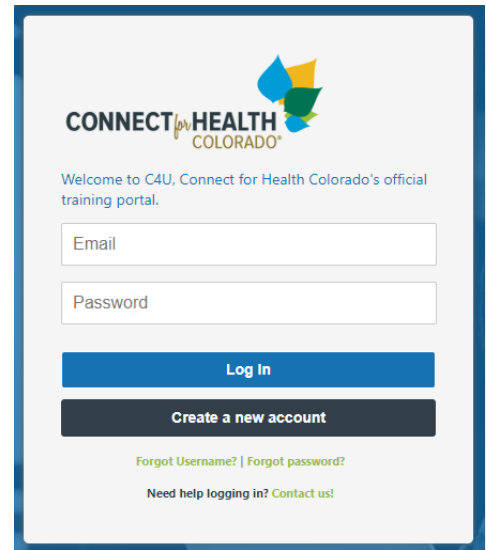
The course description for each training can be found on our [website](#) and in [C4U](#).



Recertification is required at least annually. Decertification may occur if you violate any of the terms and conditions as explained in our Conflict of Interest and Conduct Policy.

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.



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 Outreach Specialist 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.

Once you have completed your certification, you will need to contact your Program Manager for additional learning opportunities.



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