

Medicare Advantage Agent Licensing and Certification Checklist

Prior to selling or marketing any Dean Health Plan Medicare Advantage products, you must follow each step listed below to ensure accurate completion and efficient processing of your licensing and certification by Dean Health Plan. For questions please contact Dean Health Plan at DHP.MAPDSales@deancare.com.

- Step 1:** Maintain State License and Dean Health Plan Appointment
- Step 2:** Dean Health Plan Appointment Agents ONLY: Fill out Medicare Advantage interest forms at:
<https://www.deancare.com/medicare/medicare-plans/dean-advantage/dean-advantage-agents>
(Agents newly appointed with Dean Health Plan skip to Step 3)
- Step 3:** Using the DHP email invitation, open an account with Litmos Learning Management System. Complete the following:
 - AHIP Medicare Fraud Waste and Abuse Training (<https://www.ahipmedicaretraining.com/>)
 - Upload AHIP Certification to Litmos
 - Complete Medicare Basics Training
 - Complete Dean Health Plan Product Training
 - Pass Dean Health Plan exam with a score 85% or higher
 - Attest that you completed the training on your own
- Step 4:** Read the Medicare Advantage Agent & Broker Guide
- Step 5:** Read the Sales and Marketing Authorization Agreement
- Step 6:** Sign and Upload the Agreement to Litmos