



Humana Certification

Humana

1. Complete contracting paperwork – once you have been contracted for one month with Amerilife this will be processed.
2. An email will be received with log in information for the Humana Portal.
 - http://www.humana.com/agents/join_humana/register.aspx
3. Once received register on the portal and complete the on-line training.
 - a. Click on “Education” on the top bar.
 - b. Click on “Access Certification/Recertification and Training.”
 - c. Go to “My Assignments” and select Enroll next to online AHIP course.
 - d. Click “Launch for the AHIP.”
 - e. Select the first course: Introduction to MAPD Certification, and continue through all courses.
 - f. Once you get to AHIP portion, you will still need to register for the AHIP through Humana’s portal.
 - If you took the 2014 AHIP exam with another carrier, you will still need to register for Humana’s Training Portal. Upon doing so, a link to AHIP’s training will be provided and the system will match your records from the previous carrier. Upon entry into AHIP’s course select AHIP Medicare training, you will then be able to see your previous course completions on the landing page. An option to “Send Your Results to Humana” will be available at the top and bottom of the page.
 - g. Once complete return back to the Humana Medicare training through KMx
 - h. Click on the next two links and follow instructions to enroll as an independent Field Agent for self study pre-work and Sales and Marketing compliance – listed under “My Assignments”.
 - i. Complete all courses listed.
 - Note – There is no separate Part D Training required as a part of recertification it is all under the MAPD recertification, however new agents must complete both MAPD and Part D Training.
5. If this is your first time certifying for Humana a one day Face-to-Face Training will be required reach out to your manager to find a local training.