

AHIP Certification Instructions (EDC Only)

This applies to EDC producers only and does not include Telesales and ICA producers.

AHIP Certification is not required. If you elect to do this, you will receive a \$50 discount off of the first AHIP purchase. You must first enter the site by going through the www.uhcjarvis.com Knowledge Center to access the AHIP link found on the certification page, which takes you to the co-branded site. Please note that once you select the 2019 AHIP link you will be unable to access the 2019 Medicare Basis Test. Conversely, if you initially begin the 2019 Medicare Basics Test, you will be unable to access the 2019 AHIP link.

AHIP Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification: 2019 Medicare Basics Test (including Medicare Advantage and Part D). If you choose the AHIP option, you will also be required to complete the following prerequisites: 2019 Ethics and Compliance and 2019 AARP Course. UnitedHealthcare will accept your AHIP certification and display any other required tests. As with other requirements, you have six attempts to pass the assessments at 90% (UHG only recognizes the first two purchases).

Note: If you choose to certify via AHIP, you need to complete the 2019 AHIP Certification before any other 2019 Certification tests. Failure to do so will result in AHIP score rejection.

To begin 2019 UnitedHealthcare Medicare & Retirement certification using AHIP, complete the following steps:

1. Log into *Jarvis* (www.uhcjarvis.com)
2. Click **Knowledge Center**
3. Click on **Certification** (Left-hand navigation menu)
4. Click **2019 AHIP (EDC Only)**
5. Select **OK** for the pop-up messages
6. Click **Launch**
7. Sign on with your AHIP username and password OR register if you are a new AHIP user
8. Select **Medicare Course Home**
9. Complete the assigned modules
 - Returning AHIP users will be assigned the recertification modules
 - New AHIP users will be assigned the full certification modules
10. Pass the test in 6 or fewer attempts with a score of 90% or higher
11. At the end of the test, go to the home page - Click **Transmit to United Healthcare**
12. Select **I Comply** when the Pledge of Compliance Screen appears
13. Once the "Congratulations" screen appears, return to the certification page

Next, you **must** pass the following tests:

- 2019 Ethics and Compliance
- 2019 AARP® Course

REMINDER: For agents who choose to complete 2019 AHIP, either directly from the AHIP website or through another carrier, you are still required to follow the above directions in order to transmit your results to UnitedHealthcare and receive credit for the equivalents on your development plan. Again, this must be completed before access to any other 2019 tests. However, agents choosing to certify directly from the AHIP website or through another carrier will forfeit the UHC discount.