**Section 4515.100 Responsibilities of the Applicant for the Navigator, In-Person Counselor or Certified Application Counselor Certification or Renewal**

a) Before receiving approval for a Navigator, In-Person Counselor or Certified Application Counselor certification, the applicant must complete approved federal training courses prescribed by the Director. Initial courses for Navigators, In-Person Counselors and Certified Application Counselors will be provided online. An applicant for a Navigator, In-Person Counselor or Certified Application Counselor must complete the Director's prescribed federal training courses within 12 months prior to certification.

b) Certified Navigator, In-Person Counselor or Certified Application Counselor Certificate Renewal

1) Each Navigator or In-Person Counselor must complete the approved federal training courses prescribed by the Director to satisfy continuing education requirements before requesting a renewal of certification. The training courses will be provided online.

2) Each Certified Application Counselor must complete the approved federal training courses that are prescribed by the Director to satisfy continuing education requirements before requesting a renewal of certification. The training courses will be provided online.

c) Each Navigator, In-Person Counselor, or Certified Application Counselor must retain the certificate of completion from each course or federal training curriculum completed for 3 years from the date of completion. Courses initiated or completed before the original issue or most recent renewal date of the Navigator, In-Person Counselor or Certified Application Counselor certificate cannot be used to meet continuing education requirements.

d) For certificates to perform Navigator or Certified Application Counselor activities in a State-based Exchange on the Federal Platform or a Federally-facilitated Exchange, an applicant or certificate holder must use the online federal training curriculum to satisfy their pre-certification and continuing education requirements. Applicants and certificate holders must register for the Marketplace Learning Management System (MLMS) application at https://portal.cms.gov and must successfully complete the HHS-approved training modules prescribed in MLMS for the applicable certification.

(Source: Amended at 48 Ill. Reg. 12343, effective August 1, 2024)