

Kentucky Health Benefit Exchange



Kentucky Health Benefit Exchange

Training Curriculum



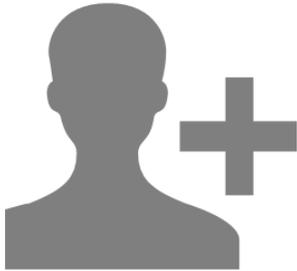
KHBE Training Curriculum

KHBE's Application Assister Training Curriculum

Application Assisters and Certified Application Counselors (CACs) are required by KHBE to complete trainings to become an Application Assister or CAC. Additionally, KHBE requires annual trainings to maintain the Application Assister or CAC status. Below is the KHBE Application Assister and CAC curriculum. It is broken into initial trainings for new Application Assisters and CACs, and Annual trainings.

NOTE: Application Assisters and CACs will be allowed 3 attempts to complete each training, with an assessment score of 80% or greater. If a passing score is not achieved within the 3 attempts, certification will be deferred for 1 year, as he or she will be considered out of compliance with KHBE policy.

Initial Trainings



Trainings required by KHBE to become an Application Assister or CAC:

FFM	New Application Assister	Benefind System
KI-HIPP	Privacy and Security	Agency Administrator (Admins Only)

Annual Trainings



Trainings annually required by KHBE to maintain the Application Assister or CAC role:

FFM	Privacy and Security	Org. Administrator (Admins Only)
	Open Enrollment	

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The KHBE program may require Application Assisters and CACs to complete additional training to continue to improve the Application Assister Program. For further questions please contact the KHBE Program email inbox at KHBE.Program@ky.gov.