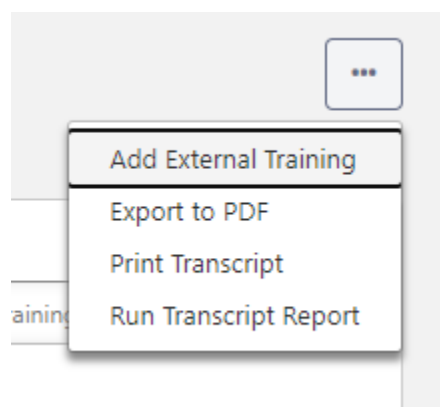


Follow these steps to upload your AHIP certification to your Broker University transcript:

1. Sign in to Broker University at <https://healthpart.csod.com/client/healthpart/default.aspx>

2. Click  on the upper right and select Add External Training from the dropdown:



3. Complete the Add External Training Form

Use the information below to fill out the Add External Training form:

Title of Training: AHIP Certification

Training Dates: Date on certification

Institution: AHIP



Click the purple “**Select a file**” button to upload your AHIP certification.

Your completed form should appear like this:



* = Required

Language
English (US) ▼

Title of Training *
AHIP Certification

Training Dates *
2/15/2019  2/15/2019 

Institution *
AHIP ▼

Attach Certificate
 AHIP CERTIFICATE.pdf 82.90 KB 

Drag and drop files here or [Select a file](#)

[Cancel](#) [Submit](#)

4. Submit your Certification

Click the purple “**Submit**” button at the bottom right of the screen.

After you submit your certification, it will be approved by our Medicare Sales team.