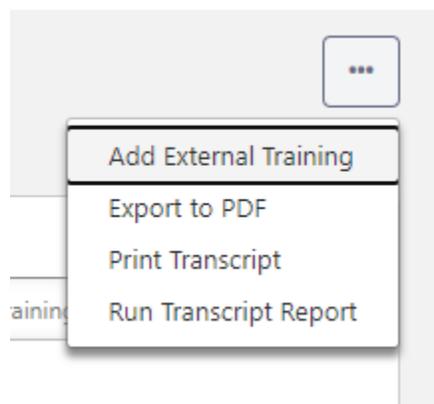


Follow these steps to upload your AHIP certification to your Broker University transcript:

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.