

2017 Aetna Coventry Certification Instructions & Assistance

To become “ready to sell” 2017 Aetna and Coventry Individual MA/MAPD and PDP products and receive commissions, you’ll need to complete several requirements prior to marketing or selling:

1. **CERTIFICATION:** You’ll need to successfully complete [2017 Aetna Individual Medicare annual certification](#). Available starting July 7.
 - ****New agents:** To help you achieve ready-to-sell status faster, we recommend you complete your 2017 certification before you submit your 2017 contract package to us through [nomoreforms](#).
2. **CONTRACTING:**
 - **New agents:** Agents who haven’t contracted with us to sell our Individual Medicare products must complete and submit a 2017 contract package online through our [nomoreforms](#) contracting site. 2017 contracting will begin in July.
 - **Existing agents:** Agents who are currently contracted and ready to sell for 2016 do not need to re-contract unless they are changing hierarchy or contract level.
 - If you need to change hierarchy or contract level, you’ll need to request those changes in [nomoreforms](#). You'll need to use the Scope of Submission form.
3. **LICENSING AND APPOINTMENT:** You’ll need to be properly licensed in states where you sell. You’ll also need to be properly appointed by Aetna for all products you intend to sell. New agents will also need to pass a background check.
4. **RECEIVE A READY-TO-SELL NOTICE:** You’ll receive a ready-to-sell notice confirming your ready-to-sell status. It will list out the specific states and products that you’re ready to sell and for which you can receive commissions. You’ll receive separate ready-to-sell notices for Aetna and Coventry Medicare products.

In addition, you must complete a market-specific training for every market where you sell. Market-specific training dates will be posted on AetnaMedicareAgentTraining.com starting August 1.