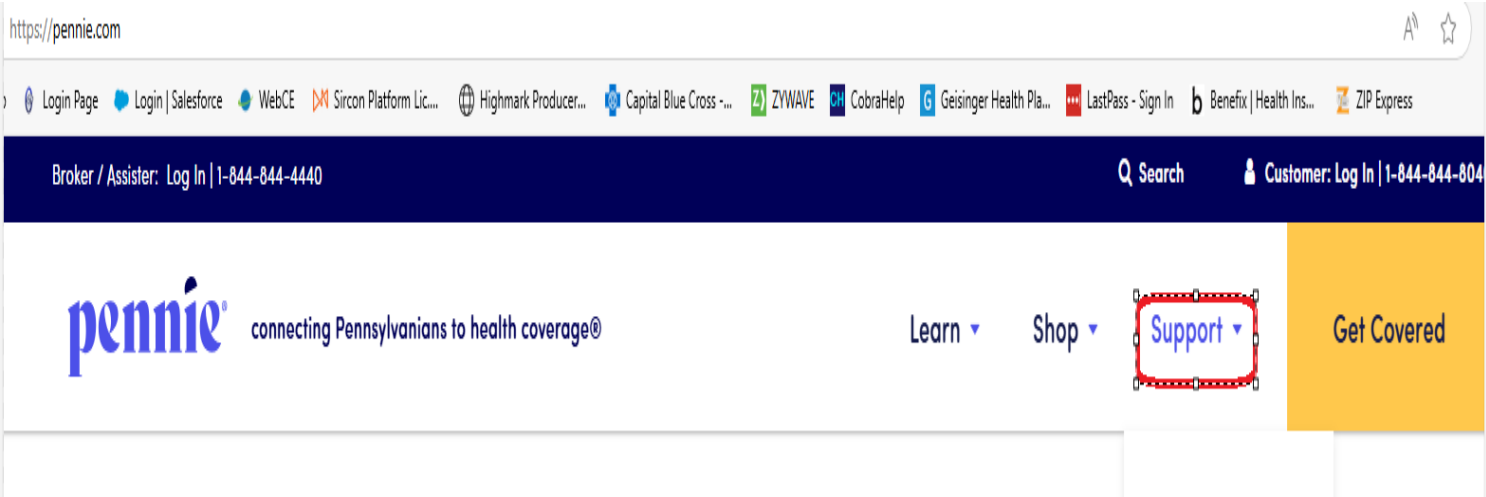
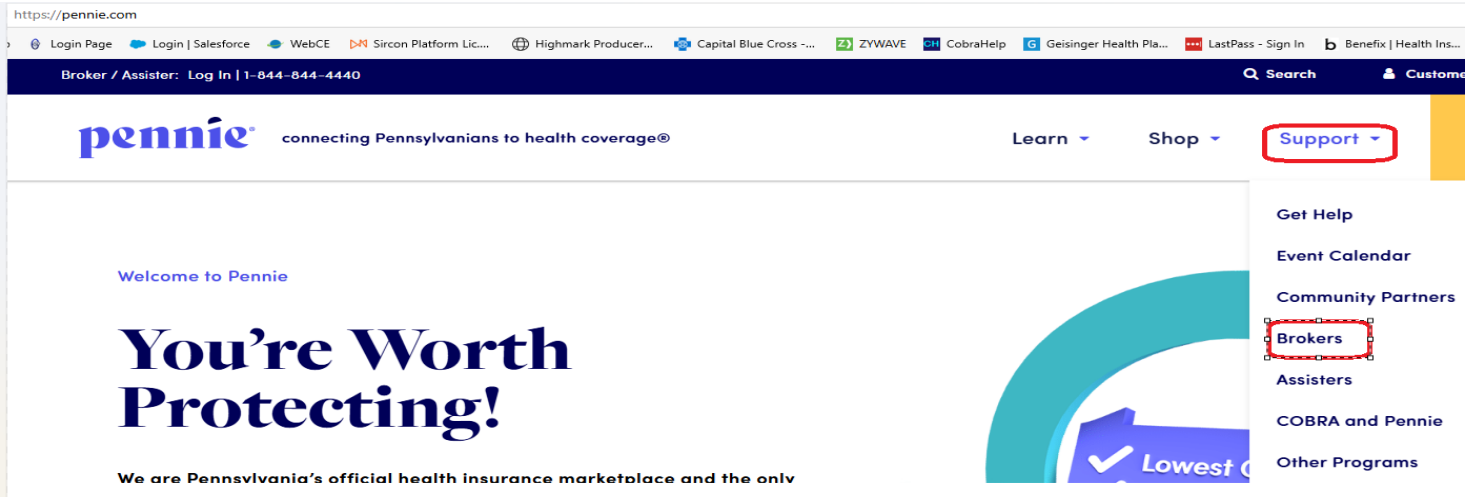


Step-By-Step how to complete Pennie Broker Certification

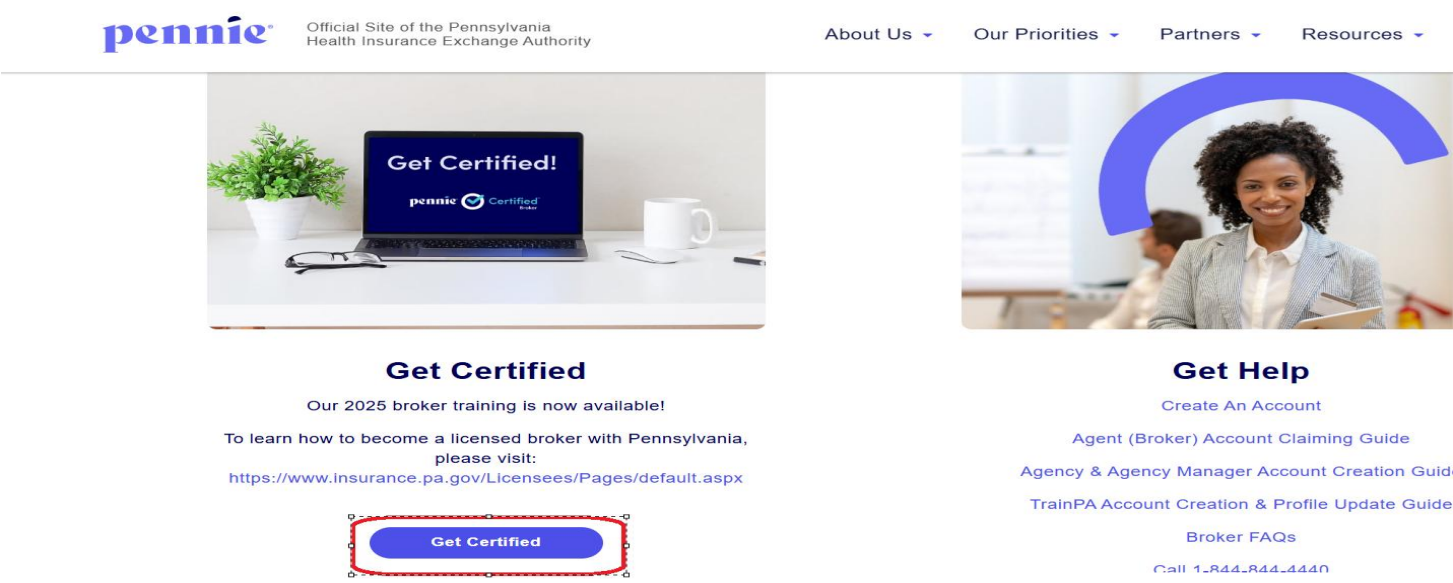
- 1. Go to Pennie.com
- 2. Click the "Support" drop down on the upper right corner of the page, circled in red below:



- 3. Click Brokers:



- 4. Scroll down a little and then click "Get Certified":



Note:

Requirements to become a Pennie-Certified Broker:

- Must be a Licensed Producer with Pennsylvania Insurance Department
- Must complete the Pennie Certification training
- Must have a broker account on pennie.com

5. If you are a new broker to Pennie, scroll down and click "Create Your Pennie Broker Account" and follow the process for completing the Agency and or Broker account as appropriate

- [Agency account creation guide](#)
- [Agent account creation and claiming guide](#)

6. Create your Train PA account or use your existing TrainPA login

7. Update your Train PA **Profile** and add group code

- Your Train PA Profile is located in the upper right corner by clicking on your name:



- DO NOT USE THE JOIN BY GROUP SEARCH. **USE THE JOIN BY GROUP CODE:**

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality is limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Join By Group Search *

National/Pennsylvania
↳ Other (my organization isn't listed)
↳ Dauphin
↳ Pennie Users/New Brokers
↳ Other public health professional (my functional role isn't listed)

Join Another Group

- Type in penniebroker into the “Join By Group Code” box and hit “Join”:



8. Once the page has updated, select “Professional License Number” on the left-hand bar:

Your Profile



Your profile contains all your system information. For your convenience each section is limited to one entry.

Manage Groups
Account
Contact
Address
Organization
Professional License Number
Professional Role
Work Settings
CPE information

- Press the blue bar to add a new License Number field.



- Once, the new prompt appears, select License Type: Other– Sub Type: Other– License Number – Enter **your** Pennsylvania Insurance Dept. License Number, NOT your agencies number. **Click the Green Check in the top right of the prompt. If you do not click the check mark and instead you hit save, it WILL NOT save the information you just entered in your Professional License tab and you will have to do it again.**
- **NOTE:** If any of the left side bar menu items are showing a red exclamation mark you need to click in that option and update the information.

9. Start the first training course and moving through the modules

Complete 2025 Broker Certification Training Modules

Complete the Modules Below, in order ([click here for help](#))

Module 1: [Intro to Pennie / ACA / MEC / ARPA / IRA](#)

Module 2: [The Role of Assistors and Brokers / Common Definitions / Best Practices](#)

Module 3A: [Agency Manager Portal Training](#)

Module 3B: [Broker Portal Training](#)

Module 4: [Enrollment Periods](#)

Module 5: [Citizenship Eligibility / Lawful Presence / Assisting Immigrants](#)

Module 6: [Calculating Income & Financial Assistance Explained](#)

Module 7: [Completing the Application](#)

Module 8: [Eligibility Determinations / Choosing a Plan / Binder Payments](#)

Module 9: [After the Enrollment / Mid-year Changes](#)

Module 10: [DEI & Considerations for Special Populations](#)

Module 11: [Privacy, Security, and Fraud Prevention / Compliance Standards / Handling Personal Identifiable Information \(PII\)](#)

Module 12: [Community Engagement / Marketing and Helpful Resources / Broker General and Logo Agreements](#)

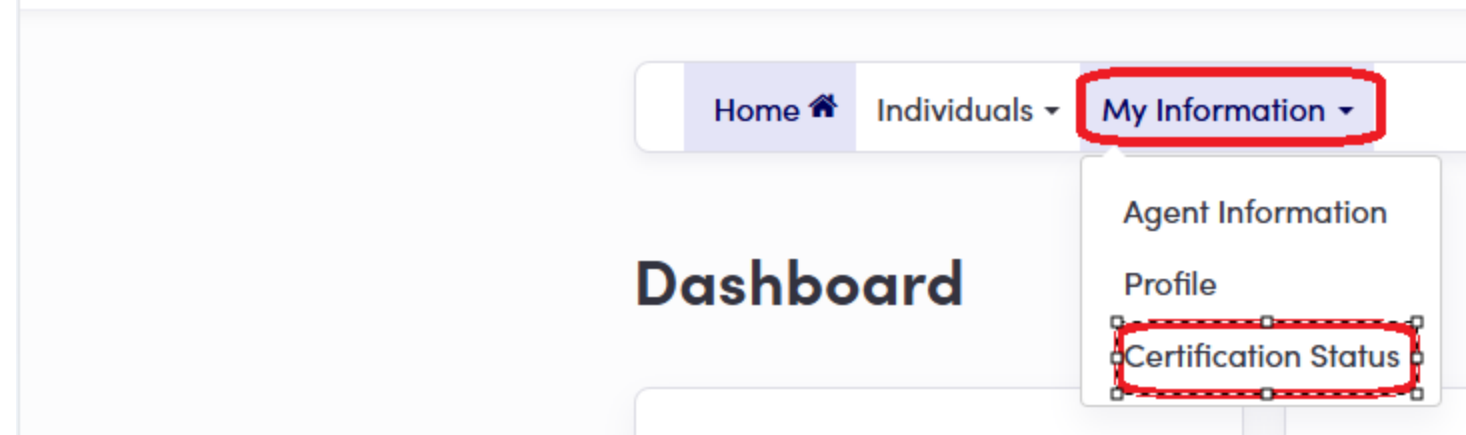
[2025 Certification Final Exam](#)

Please remember, all training courses must be completed in the order they are listed.

NOTE: In Train PA you must go to the course catalog and search for each module, then click the Save for Later button so that they appear under your learning and are easier to find when ready to take them.

10. It takes up to 7 business days to complete through Pennie's system

- If after 7 business days your status is not updated in pennie to show 12/31/2025 in the "Renewal Date" of your Certification status page on Pennie (as seen in below screenshots, then you will need to contact Pennie to get the issue resolved:



- Pennie is the only one that can help ensure your certification status is up to date – Call them at 844-844-4440

