**Section 3125.50 Application for Certification**

1. An individual applying for a Navigator, In-Person Counselor or Certified Application Counselor certification shall make application to the Department on a form developed or accepted by the Director and declare under penalty of refusal, suspension, or revocation of the certification that the statements made in the application are true, correct, and complete to the best of the individual's knowledge and belief. Before approving the application, the Director shall find that the individual:
2. Is at least 18 years of age;
3. Maintains his or her principal place of business in the State;
4. Is not disqualified for having committed any act that would be a ground for denial, suspension, or revocation of a certification;
5. Has not had an insurance producer license, Navigator certification, In-Person Counselor certification, or Certified Application Counselor certification, or equivalent license or certification denied, suspended, or revoked in any state, province, district, or territory or by the United States Department of Health and Human Services;
6. Has successfully passed the applicable federal training program for Navigators, In-Person Counselors or Certified Application Counselors;
7. Unless otherwise determined by the Director, other than an applicant for Certified Application Counselor certification, has submitted a full set of fingerprints to the Department and successfully completed a criminal background check in a manner prescribed by the Director. The Director may accept an equivalent criminal background check performed by the Navigator entity, In-Person Counselor entity or Certified Application Counselor Organization;
8. When applicable, has the written consent of the Director pursuant to 18 USC 1033 or any successor statute regulating crimes by or affecting persons engaged in the business of insurance whose activities affect interstate commerce;
9. Possesses the requisite character and integrity; and
10. Has identified the entity with which the individual is affiliated and supervised, if any.
11. An entity that acts as a Navigator, supervises or is responsible for the activities of individual Navigators, or receives funding to perform those activities shall obtain a Navigator entity certification. An entity applying for Navigator entity certification shall:
12. Make application on a form containing the information prescribed by the Director; and
13. Designate an individual registered as a Navigator to be responsible for the entity's compliance with this Chapter.
14. An entity that acts as an In-Person Counselor, supervises or is responsible for the activities of individual In-Person Counselors, or receives funding to perform these activities shall obtain an In-Person Counselor entity certification. An entity applying for In-Person Counselor entity certification shall:
15. Make application on a form containing the information prescribed by the Director; and
16. Designate an individual registered as an In-Person Counselor to be responsible for the entity's compliance with this Chapter.
17. An entity that acts as a Certified Application Counselor Organization, supervises or is responsible for the activities of individual Certified Application Counselors, or receives funding to perform those activities shall obtain a Certified Application Counselor certification. An entity applying for a Certified Application Counselor certification shall:
18. Make application on a form containing the information prescribed by the Director; and
19. Designate an individual registered as a Certified Application Counselor to be responsible for the entity's compliance with this Chapter.
20. The Director may require any documents deemed necessary to verify the information contained in an application submitted.
21. Entities certified as Navigators shall, in a manner prescribed by the Director, provide the Director with a list of all individual Navigators that it employs, supervises, or is affiliated with on a quarterly basis.
22. Entities certified as In-Person Counselors shall, in a manner prescribed by the Director, provide the Director with a list of all individual In-Person Counselors that it employs, supervises, or is affiliated with on a quarterly basis.
23. Entities certified as Navigators, In-Person Counselors or Certified Application Counselor Organizations shall, in a manner prescribed by the Director, provide the Director with a list of all individual Navigators, In-Person Counselors or Certified Application Counselors that it employs, supervises, or is affiliated with on a quarterly basis.