

# 2016 HIICAP Counselor Exam

*This training is coordinated through the  
Association on Aging in New York  
and funded by a grant provided by  
New York State Office for Aging  
and delivered by  
Medicare Education Consultants*

Dear AAA Directors and Commissioners,  
The 2016 HIICAP Counselor Exam will be available the end of June 2016. This would be a great time to remind staff that have a role in counseling Medicare beneficiaries to begin the steps necessary to prepare for this essential opportunity. The deadline to complete the exam is August 19, 2016.



## WHO IS ELIGIBLE TO TAKE THIS CERTIFICATION PROGRAM?

The 2016 HIICAP Counselor Exam is open to all HIICAP, NYConnects and AAA staff who provide health insurance and long term care counseling to Medicare beneficiaries. In addition, subcontractors' counseling staff, who administer the HIICAP and NYConnects programs, are also eligible to take this exam.

Due to the significance of providing thorough, accurate and unbiased Medicare counseling, please make certain that each person you recommend to take the HIICAP certification exam is not affiliated with any health insurance company or broker.



## HOW TO ENROLL

Recommended staff can register to take the 2016 HIICAP Counselor Exam through [ShiptaCenter](#). Once registered, staff should email their name, email address and county name/organization to [Eric Hausman](#). Participants will receive an e-mail instructing them to verify and confirm their registration request by clicking on the link provided in email. Staff must verify their e-mail address to access the 2016 HIICAP

Counselor Exam. If a person is having difficulties on the website or has any questions within the SHIP Technical Assistance Center, they should e-mail [Eric Hausman](#). Participants are encouraged to **register by June 20, 2016.**



## TRAINING

HIICAP will be offering seven regional trainings in September 2016. HIICAP county coordinators, who are hosting these training have been instructed to give priority seating to HIICAP, NYConnects and AAA staff. This will be an excellent way to cross train your staff in Medicare and the HIICAP program.

### **Reference Materials Online Links:**

Counselors are encouraged to use reference materials including the [HIICAP Notebook](#) and the [Medicare Interactive website](#) (These materials are available now for review)



### **If you have any questions, please contact:**

#### **Program Contact Information**

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