

MARYLAND INSURANCE ADMINISTRATION PRODUCER LICENSING

SHOP Exchange Navigator License / SHOP Exchange Enrollment Permit

The Maryland Insurance Administration issues:

- Licenses to individuals to act as SHOP Exchange Navigators, and SHOP Exchange Enrollment Permits to Consolidated Services Center (CSC) Employees.
- To qualify for a license as a **SHOP Exchange Navigator**, an individual shall:
 - Be at least 18 years of age,
 - Be of good character and trustworthy,
 - Complete the SHOP Exchange Navigator training administered by the Maryland Health Benefit Exchange,
 - Successfully pass the SHOP Exchange Navigator License exam administered on behalf of the Maryland Insurance Administration by our examination services vendor PSI,
 - Complete and submit the Maryland Insurance Administration SHOP Exchange Navigator/SHOP Exchange Enrollment Permit Initial Application, and
 - Pay the applicable fee of \$54, made payable to: **Maryland Insurance Administration.**
- To qualify for a **SHOP Exchange Enrollment Permit**, an individual shall:
 - Be at least 18 years of age,
 - Be of good character and trustworthy,
 - Be an employee of the Consolidated Services Center (CSC),
 - Complete the SHOP Exchange Navigator training administered by the Maryland Health Benefit Exchange,
 - Successfully pass the SHOP Exchange Navigator License exam administered on behalf of the Maryland Insurance Administration by our examination services vendor PSI, and
 - Complete and submit the Maryland Insurance Administration SHOP Exchange Navigator/SHOP Exchange Enrollment Permit Initial Application.

Applications and payments must be submitted via paper and should be mailed to:

**The Maryland Insurance Administration
Attn: Producer Licensing, 200 St. Paul Place, Suite 2700
Baltimore, Maryland 21202**

- Individuals interested in obtaining a SHOP Exchange Navigator license or a SHOP Exchange Enrollment Permit are required to complete training administered by the Maryland Health Benefit Exchange. Please contact the Connector Entity you are seeking employment with or the Consolidated Services Center (CSC) toll free at 855-642-8572 for more information related to the training.
- **Note - The SHOP Exchange Enrollment Permit is issued to employees of the Consolidated Services Center only.**
- PSI is the Maryland Insurance Administration's current vendor for examination services. You may schedule an examination or download a copy of the Maryland Candidate Information Bulletin, which contains the SHOP Exchange Navigator License examination content outline, on their website, www.psiexams.com or contact them at 1-800-733-9267.