



Certified Application Counselor Designated Organization (CDO) Application

Certified Application Counselor Designated Organizations (CDOs) must be approved by the New Jersey Department of Banking and Insurance (DOBI) prior to individual Certified Application Counselors providing consumer assistance.

Steps:

1. In order to participate in New Jersey's Certified Application Counselor (CAC) Program, organizations must be designated by the State as a CDO. All organizations that want to be designated as a CDO must fill out the form below.
2. The organization must include in the application a listing of staff members who plan to obtain certification to help New Jerseyans enroll in coverage through the New Jersey State-Based Exchange on the Federal Platform.
3. Organizations and their staff/volunteers are not permitted to provide assistance to consumers without proper State approval. Organizations must obtain designation by the Department of Banking and Insurance and their staff/volunteers must obtain the New Jersey Exchange Enrollment Facilitator (EEF) Certificate before providing assistance to consumers.

Please submit the completed application to the department by selecting the ***SUBMIT*** button at the bottom of page 6.

Questions may be submitted to CDOQuestions@dobi.nj.gov.

Basic Information

Organization Name

Organization Type

Is your organization a current or past CDO?

Yes No

If so, please provide your CDO ID number

Please certify that you are authorized by the organization to apply for designation as a CDO (please type name and title)

How Can DOBI Contact Your Organization?

Individual or Agency Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone #

Email Address

How Can the General Public Contact Your Organization?

Please Note: This information will be made available to the public.

Phone #

Email Address

Website URL (must include http://, https://)

Social Media (i.e. Twitter, Facebook, LinkedIn)

Address Line 1

Address Line 2

City

State

Zip Code

Does your organization have its current Hours of Operation?

Yes

No

If No, when do you expect to have your Hours of Operation?

If Yes, please provide the Hours of Operation below.

Hours of Operation:

	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Organization Details

Do one or all of the following apply to your organization?

A non-federal governmental entity?

Yes No

A health care delivery organization?

Yes No

Designated by a Medicaid/CHIP agency as a Medicaid/CHIP application assistance program?

Yes No

Organized under 501(c) of the Internal Revenue Code?

Yes No

Privacy and Security Experience

Does your organization already:

Screen the employees/volunteers it will certify as application counselors?

Yes No

Handle Personally Identifiable Information (PII) and have processes in place to protect PII?

Yes No

Assist people with decisions?

Yes No

Comply with privacy and security standards adopted consistent with CFR 45 5155.260, and applicable authentication and data security standards required by federal regulation?

Yes No

Reporting to DOBI per CFR 45 155.225

Agency must maintain a registration process and method to track the performance of certified application counselors.

Agree Disagree

Provide data and information to the Department regarding the number and performance of its certified application counselors and regarding the consumer assistance provided by its certified application counselors, upon request, in the form and manner specified by the Department.

Agree Disagree

Organization's List of Approved Team Members to Serve as a Certified Application Counselor

Does your organization have an approved list of team members to serve as a Certified Application Counselor?

Yes

No

If No, when do you expect to have a current list of team members available?

If yes, please list the first and last name of the members of your team that are approved. List one name per line. If the team member is a current or past CAC, please provide their CAC ID number.

Please use this **SUBMIT** button
to send completed form.