

Qualified Health Plan Issuer Application Instructions

2022

**Extracted section:
Section 1B: State Licensure (Optional)**

[02/2021]

Section 1B: State Licensure (Optional)

1. Introduction

In the State Licensure section, you document your licensure status and demonstrate that you satisfy licensure requirements for applicable QHP markets, service areas, and products (Figure 1B-1). To verify licensure, upload a copy of your state license, certificate of authority (COA), certificate of compliance, or equivalent document/form for each state in which you seek QHP certification. You may apply for certification by the initial submission deadline without documentation, but must then submit evidence of licensure during the window for changing QHP Applications.

The instructions for this section apply to the following issuer types:

- QHP
- SADP

See Appendix E for additional information.

Figure 1B-1. State Licensure Application Section

The screenshot shows the 'State Licensure (optional)' section of the application. It includes a sidebar with navigation options: Summary, Program Attestations, State Licensure (highlighted), Good Standing, Accreditation, ECP/Network Adequacy, and Review. The main content area has two tabs: 'Data Submitter' and 'Final Submission'. Below the tabs is a question: '1. Does the applicant have either a license, certificate of authority, certification of compliance, or an equivalent form or document authorizing it to offer every product type in every service area that it is currently applying for in the identified state? Choose from the following.' Below the question are radio buttons for 'Yes' and 'No', and a prompt: 'If Yes, upload supporting documentation.' At the bottom are 'Save' and 'Submit Section' buttons, and 'Previous' and 'Next' navigation buttons. A PDF icon and text 'Instructions and Reference Material (PDF) [3.21 MB]' are visible in the top right corner.

2. Data Requirements

Upload one of the following:

1. State license
2. COA
3. Certificate of compliance
4. A document equivalent to one of the above.

3. Quick Reference

Key Changes for 2022

- ◆ No changes for the 2022 QHP Application.

Tips for the State Licensure Section

- ◆ The second licensure question only displays if the user selected **No** as the answer for Question 1.
- ◆ Supporting document upload is only requested if the user selected **Yes** as the answer for either Question 1 or Question 2.
- ◆ Provide licensure documentation for all products and service areas in which you intend to offer a QHP. This applies to all licensed issuers, including any affiliated or other issuers underwriting the dental benefits that the QHP proposes to offer.
- ◆ Submit one form of licensure documentation (state license, COA, certificate of compliance, or equivalent).
- ◆ If you are not yet licensed and therefore are unable to provide licensure documentation during the initial application submission, submit evidence of licensure during the QHP Application resubmission window.

Additional Resources

- ◆ There are [optional supporting documents](#) for this section.
- ◆ There are no instructional videos for this section.
- ◆ There are no templates for this section.

4. Detailed Section Instructions

If you choose to submit information for this section, you will use radio buttons that have conditional functionality (Figure 1B-2). This means that the number of questions that you answer will depend on the response you select. The second licensure question only displays if you select **No** for *Licensure Question 1*. If you respond **Yes** to *Licensure Question 2*, upload supporting documents. If you respond **No**, enter a date.

Licensure Question 1	Steps
Does the applicant have either a license, COA, certificate of compliance, or equivalent form or document authorizing it to offer every product type in every service area that it is currently applying for in the identified state?	Choose from the following: <ul style="list-style-type: none"> ◆ Yes—if you are licensed for every product type and every service area for which you are applying. If you select Yes, upload supporting documentation. ◆ No—if you are <u>not</u> licensed for every product type and every service area for which you are applying. If you select No, proceed to the next step.

Licensure Question 2	Steps
Does the applicant have either a license, COA, certificate of compliance, or equivalent form or document for some but not all products, or some but not all service areas, for which the applicant is currently applying in this QHP Application?	Choose from the following: <ul style="list-style-type: none"> ◆ Yes—if you are licensed for some but not all product types or service areas for which you are applying. If you select Yes, upload supporting documentation. ◆ No—if you are <u>not</u> licensed for any of the product types or service areas for which you are applying. If you select No, enter the estimated date of licensure.

Figure 1B-2. Question 1 and Question 2 Based on Response

State Licensure (optional)

Each QHP issuer must be licensed in the state in which it intends to offer a QHP for the applicable product(s) and service area(s). This section of the Issuer Application asks a series of questions about State Licensure and requires the upload of documentation providing evidence that the issuer has the appropriate authority to offer QHPs in the state. HHS will work with state insurance departments to verify compliance with this standard for each state in which the applicant seeks certification of QHPs.

Instructions and Reference Material (PDF)
[3.21 MB]

Summary
Program Attestations
State Licensure
Good Standing
Accreditation
ECP/Network Adequacy
Review

Data Submitter Final Submission

1. Does the applicant have either a license, certificate of authority, certification of compliance, or an equivalent form or document authorizing it to offer every product type in every service area that it is currently applying for in the identified state? Choose from the following:

If Yes, upload supporting documentation.

Yes No

2. Does the applicant have either a license, certificate of authority, certification of compliance, or an equivalent form or document for some but not all products or some but not all service areas for which the applicant is currently applying in this QHP Application? Choose from the following:

Yes—if the applicant is licensed for some but not all service areas or products. If “Yes” is selected, supporting documentation is required. See Section 4.1 for the supporting documentation instructions.

No—if the applicant is not licensed for any of the service areas or products it plans to offer. If “No” is selected, enter the estimated date of licensure.

Yes No

Estimated Licensure Date:

Save Submit Section Previous Next

After entering all data, click **Save** to ensure no data are lost. The next section of the Instructions for the PY2022 QHP Application is Good Standing.