# Qualified Health Plan
# Issuer Application Instructions

## 2021

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

[05/2020]

Version 1.1

# Section 1B: State Licensure (Optional)

## 1. Introduction

In the State Licensure section, issuers indicate their licensure status and provide documentation that shows they satisfy licensure requirements for the applicable QHP markets, service areas, and products. To verify the licensure information, issuers upload a copy of their state license, certificate of authority (COA), certificate of compliance, or an equivalent form or document for each state in which they seek QHP certification. An issuer may still apply for certification if it has not yet obtained documentation and would then submit evidence of licensure during the QHP Application resubmission window. These instructions apply to QHP and SADP issuers.

## 2. Data Requirements

To complete this section, issuers need one of the following:

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

## 3. Quick Reference

| Key Changes for 2021 |
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| ◆ No changes for the 2021 QHP Application. |

| Tips for the State Licensure Section |
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| ◆ **The State Licensure section remains optional for the 2021 QHP Application.** <br> ◆ **Issuers provide licensure documentation for all products and service areas in which they 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.** <br> ◆ **Issuers submit *one* form of licensure documentation (state license, COA, certificate of compliance, or the equivalent).** <br> ◆ **If the issuer is not yet licensed and therefore unable to provide licensure documentation during the initial application submission, the issuer submits evidence of licensure during the QHP Application resubmission window.** <br> ◆ **Save documents using the following naming convention: [HIOS Issuer ID]_[Title of Document], for example, "12345_StateLicense.doc," "12345_COA.doc," or "12345_CertificateofCompliance.doc."** |

## 4. Detailed Section Instructions

| Licensure Question | 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 options: <br> ◆ **Yes**—if the applicant is licensed for every product type and every service area for which it is applying. If **Yes** is selected, upload supporting documentation. <br> ◆ **No**—if the applicant is *not* licensed for every product type and every service area for which it is applying. If **No** is selected, proceed to the next step. |
| 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 | Choose from the following options: <br> ◆ **Yes**—if the applicant is licensed for some but not all product types or service areas for which it is applying. If **Yes** is selected, upload supporting documentation. |

| Licensure Question | Steps |
|---|---|
| applicant is currently applying in this QHP Application? | ◆ **No**—if the applicant is *not* licensed for any of the product types or service areas for which it is applying. If **No** is selected, enter the estimated date of licensure. |