

Sponsored Insurance Plan Soliciting Agent Requirements

The following credentials are required to be a soliciting agent of the Chamber Plans

Chamber Membership and Participation

- Agent/Agency is a current member in good standing with the Chamber;
- Dues for Chamber membership are current;
- Recommendation from Chamber President.

Agency Requirements

- Privacy and Data Security Breach Insurance†: \$1,000,000 for each and every claim;
- Errors and Omissions Insurance†: \$1,000,000 per claim/\$2,000,000 aggregate;
- COBRA ‡ – Agent/Agency must provide proof that COBRA Services are provided to Chamber Employer Group(s) through a bona fide administrator and COBRA fees are paid for by Agent/Agency;
- Compliance Assistance‡: To meet ERISA and other federally mandated notification requirements, Agent/Agency must annually provide a Summary Plan Description (SPD) Wrap Document and other mandated annual notices (including but not limited to: FMLA, CHIPRA, GINA, MHPAEA, CMS, Michelle’s Law, Nursing Mother’s Act, etc.) to each employer group with instructions for distribution to their respective employees;
- Agent/Agency must provide enrollment through Employee Navigator;
- Agent/Agency must meet the qualifications to be appointed by the medical carrier represented by the Chamber plan;
- Each Agent must sell two or more Chamber group plans per year to maintain their status to represent the plan.

Good Standing and Actions by the Utah Insurance Department (UID)

- Agent/Agency cannot have had a forfeiture assessed by the UID in the last five (5) years ≥ \$1,500;
- Agent/Agency cannot have had their insurance license suspended, revoked, or placed on probation by the UID in the last five (5) years;
- Agent/Agency must attest in writing that they have not been charged with or committed a felony;
- Soliciting Agents must hold a current license and have their contact information current with the UID

Training and Reporting Meetings

- Initial training meeting must be attended by all agents that will solicit the plan;
- Ongoing Trainings: As the need arises, trainings must be attended via web conference or in-person by each agent representing the Chamber Plan.

† Proof of coverage may include an Acord form or Policy cover page showing insured, liability limits and dates of coverage.

‡ Proof of providing COBRA and Compliance Notification services may include copies of notices or other acceptable proof.