

January 25, 2021, HBR Alert



HBR Annual Certification Begins Soon!

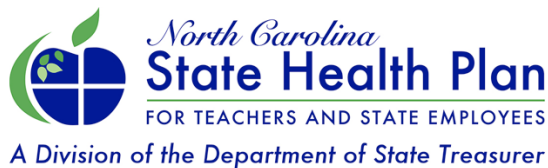
The State Health Plan will be conducting its Annual HBR Certification process, which includes a mandatory *brief* online training in HBR University. **All HBRs with eBenefits access are required to take this training.** The Annual Certification training **opens TODAY**, and must be completed by **February 28, 2021**. **Access to eBenefits will be terminated if training is not completed by this date.**

The Plan has the responsibility to ensure that HBRs are fully educated on all policies and practices applicable to the Plan. This requirement has been implemented in the interests of the employees you serve. Follow the steps below to access the 2021 Annual Certification Training.

- Visit [HBR University](#) to log in. (Please note that new users must register.)
- Once you are logged in, click the **Course Catalog** tab at the top of the page.
- Click the **View Details** button on the **2021 Annual Certification Training** course.
- The course will open in a new tab. Click the **Enroll** button at the top of the page and then click the **Start** button to begin the training.
- On that page, you will navigate through each slide of the training by clicking the **Next Slide** button to read through the material. (Please note that this training has no sound.)

If you begin the training, but don't finish and need to return to the training later, click the **My Learning** tab at the top of the page. Click the **Continue Learning** button to continue with the training. Once completed, you may click the **Completed Courses** tab to see your course history and view, print, or save your certificate of completion.

Please note the time limit! To receive credit for completion, you must spend at least 10 minutes within the training. We established the time limit to ensure users would not get credit for completion immediately after launching the course. We want to ensure that you are reading through the information.



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

The signature of Dale R. Folwell, CPA is written in a cursive font. Below the signature, the text "STATE TREASURER OF NORTH CAROLINA" and "DALE R. FOLWELL, CPA" is written in a sans-serif font.