

INSTRUCTIONS FOR THE DESIGNATED ORGANIZATION TO ASSIGN UNIQUE CAC IDENTIFICATION NUMBERS TO ITS STAFF & VOLUNTEERS WHO WISH TO BECOME CERTIFIED APPLICATION COUNSELORS

1. Identify the designee number assigned to your organization by CMS;
 - a. The designee number is included in the body of the email you received from CMS. It is an eight-character number assigned specifically to your organization (e.g., **NYCACA00**).
2. As a designated organization, you are tasked with assigning your staff and volunteers with a unique CAC identification number (see below).
3. How to create unique CAC identification numbers relevant to the staff/volunteers of your organization?
 - a. Take your designee number (8 characters), e.g., **NYCACA00**;
 - b. Add five characters, e.g., **NYCACA0000001**;
 - i. Assign that number to staff/volunteer in ascending order (13 characters in total).
 1. **NYCACA0000001**
 2. **NYCACA0000002**
 3. **NYCACA0000003**
 - ii. Keep track of the assigned numbers.
4. What your organization should avoid:
 - a. Do not recycle unique CAC identification number.
 - i. When a staff or volunteer stops serving as a CAC or leaves the organization, the number should not be reassigned or recycled.
 - b. Be very clear as to whether one of the five characters (added to the root of the assignee number) is the number zero or the letter "O."
5. How is this unique CAC identification number useful to my staff/volunteer?
 - a. The thirteen (13) character CAC identification number assigned by the organization to the individual (staff/volunteer), will be required for the training registration (see "Instructions for potential certified application counselors to access training through the Medicare Learning Network");
 - b. Once the training is completed successfully by the staff/volunteer, the designated organization will use that same unique CAC identification number (assigned to that one staff/volunteer) for the certificate the organization will issue to the individual CAC;
 - c. The CAC will display the certificate as they assist consumers; and
 - d. The CAC will enter their unique CAC identification number in the applications of consumers they assist.

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