What's the process in getting approved for the state of Idaho?

1. **Find your closest workforce location in your area by visiting the following link:** **Workforce Innovation & Opportunity Act**

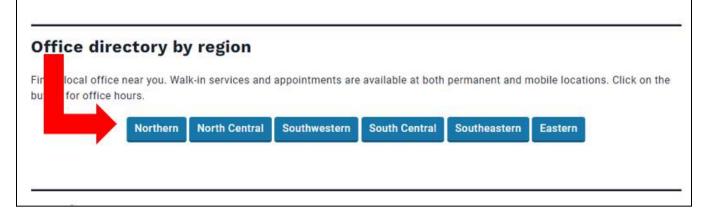2. **Click on the American Job Centers link located under the Workforce Innovation & Opportunity Act section**

3. **Select the Workforce office in your region (closest to your residence)**

4. Contact your closest local workforce and <mark>request eligibility screening for a WIOA Grant for training</mark> (WRITE DOWN YOUR ASSIGNED CASE WORKERS NAME & EMAIL AS YOU WILL NEED THAT FOR THE NEXT STEP)

5. Required information to complete this step:
   ☐ Your local Caseworkers contact information (Name & Email address)
   ☐ Your desired start date
   <mark>NOTE: Start Date needs to be at least 2 weeks from today's date</mark>

Click on the link below and complete the form to its entirety. This link will create your Proposal & Acceptance letter that you will need to provide to your Caseworker.

https://codingclarified.com/proposal-and-acceptance-pdf-form/

PLEASE DO NOT SUBMIT THIS FORM WITH MISSING INFORMATION AS THIS WILL PROLONG THE PROCESS AND YOU WILL BE REQUIRED TO RESUBMIT A NEW COMPLETED FORM

THE BELOW IS FOR INFORMATIONAL PURPOSES ONLY:

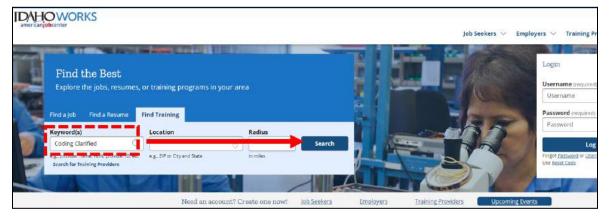*CIP CODE 51.0713 (Provide this to your Caseworker upon request)*

Click the below link to search CIP Codes
https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56

Title: Medical Insurance Coding Specialist/Coder.

Definition: A program that prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

How to verify Coding Clarified is an APPROVED training provider in your state

1. Click on the following link: IdahoWorks

2. Type **Coding Clarified** under the Keyword(s) text box then click **Search**

If you have any questions or concerns, please do not hesitate to reach out to us at the below contact information as we are happy to help!

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