**Attestations of Certified Application Counselors and signed Agreements of ACSE**

Certified Application Counselors attestation are uploaded as part of the application process. I verify that they have been signed, however it is the responsibility of each ACSE to retain these signed copies.

MIA is conducting audits of the Connector Entities and MHBE is expecting that they will also include the Application Counselor Sponsoring Entities as part of their audit.

What you should have:

* Signed Attestation for each Certified Application Counselor
* MHBE Certification Letter
* Application for ACSE
* Signed ACSE Attestation
* Signed Trading Partner Agreement
* Signed Designation Agreement

**PII information for Certified Application Counselors**

* Excel Spreadsheet (MIA Template approved 10-7-14)
* Guide for Encryption Software (Guide to SecureZip for MHBE MIA information)