

## Affidavit Instructions

### Instructions for Student:

1. Complete the Affidavit of Personal Responsibility section.
2. Verify your state Monitor [i.e. Proctor] requirements. If your state requires a Proctor for the exam, coordinate with one PRIOR to beginning the exam.
3. A **Monitor** is considered a disinterested third party with no conflict of interest who verifies a student's identity and processes an affidavit testifying that the student received no outside assistance with the course or examination. This generally is administered to include individuals at least 18 years old who are neither members of the student's family nor individuals who have a financial interest in the student's success on the exam.

### Instructions for Monitor/Proctor:

1. Student must provide credentials to prove their identity (DL, Photo ID, etc.)
2. Exam must BEGIN and be COMPLETED in your presence.
3. Upon student completion of the exam, Monitor must complete and sign the Affidavit of Exam Completion and submit to us per the contact information below.

THIS FORM CAN BE COMPLETED BY PRINTING OUT AND SIGNING OR ELECTRONICALLY.  
IF COMPLETING ELECTRONICALLY, THE BEST APPROACH IS TO HAVE THE STUDENT  
SIGN THE FORM THEN E-MAIL IT TO THE MONITOR FOR ELECTRONIC  
SIGNATURE.



THIS FORM MUST BE COMPLETED AND SENT TO THE CE PROVIDER LISTED BELOW

**AFFIDAVIT OF PERSONAL RESPONSIBILITY**

(To be signed by the student)

I affirm, under penalty of perjury, that I personally completed the entire text of the self-study course listed below. I also affirm, under penalty of perjury, that I completed the exam without assistance from any source. I understand that it is my responsibility to file or maintain my Certificate of Completion as required by any Department of Insurance or other regulatory agency with which I intend to register continuing education credit.

*(By signing this form, the student understands that a violation of the above declaration could result in the loss of course credit and/or administrative sanctions by your state licensing authority.)*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**AFFIDAVIT OF EXAM COMPLETION**

(To be completed and signed by Monitor if applicable by state)

Printed name of student:	Name of course:		
Address where exam was taken:	City:	State	Zip
Date exam was taken:	Beginning time	Ending time	
Monitor State License Number(s):	Monitor Approval Number (if applicable)		
Printed name of Monitor:	Job title of Monitor:		
Monitor's Company/Agency Name:	Business Phone Number:		
Business Mailing Address:	City	State	Zip
Credentials used to verify student:	DL	Photo ID	Other:

I declare that I personally observed the above-named individual during the completion of this exam and also observed that the licensee received no assistance from another person in completing the examination.

Signature of Examination Monitor \_\_\_\_\_

Date \_\_\_\_\_

For specific information regarding the exam monitor requirements for your state, go to the state link on the National Association of Insurance commissioner website at [http://www.naic.org/state\\_web\\_map.htm](http://www.naic.org/state_web_map.htm)

**Provider: CEU Institute**

Fax: 407-302-2185 • Email: [rosters@ceuinstitute.net](mailto:rosters@ceuinstitute.net)

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## State Exam Monitor Requirements

State	Requirements	State	Requirements
AK	No monitor required	MT	Disinterested third party monitor required
AL	Disinterested third party monitor required	NC	No monitor required for online self-study
AR	Disinterested third party monitor required	ND	No monitor required
AZ	Exams must be physically monitored by a licensed AZ producer	NE	No monitor required
CA	No monitor requirement for CE. Only Pre-Licensing are required to fill out an affidavit	NH	No monitor required
CO	Disinterested third party monitor required	NJ	Disinterested third party monitor required.
CT	Disinterested third party monitor required	NM	No monitor required
DC	Disinterested third party monitor required	NV	Monitor required - Manager or supervisor
DE	No monitor required	NY	No monitor required
FL	No monitor required. Student must complete the "Affidavit of Personal Responsibility" section.	OH	No monitor required
GA	Disinterested third party monitor required	OK	No monitor required
HI	Disinterested third party monitor required	OR	No monitor required for on-line self-study courses. Only for paper/correspondence courses.
IA	Disinterested third party monitor required	PA	Disinterested third party monitor required
ID	No monitor required	RI	No monitor required
IL	No monitor required	SC	Disinterested third party monitor required
IN	Required to be monitored by a licensed producer	SD	No monitor required
KS	Disinterested third party monitor required	TN	No monitor required
KY	No monitor required	TX	No monitor required
LA	No monitor required	UT	No monitor required
MA	Disinterested third party monitor required	VA	No monitor required
MD	No monitor required	VT	Disinterested third party monitor required
ME	No monitor required	WA	No monitor required
MI	Disinterested third party monitor required	WI	Disinterested third party monitor required
MN	Disinterested third party monitor required	WV	Disinterested third party monitor required
MO	No monitor required	WY	Disinterested third party monitor required
MS	Disinterested third party monitor required		

**This information is provided as a courtesy to individuals who are subject to continuing education (CE) as insurance agents and/or brokers. Although reasonable efforts have been made to ensure that the information provided here is accurate and current, CEU Institute nor its employees warrant or represent that this information is accurate and current.**

**All information is subject to change without notice.**

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