



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

<p><b><u>AFFIDAVIT OF PERSONAL RESPONSIBILITY</u></b>            (To be signed by the student)</p> <p>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.</p> <p><i>(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.)</i></p>	
<p>Signature (Sign in ink only)</p>	<p>Date</p>

<p><b><u>AFFIDAVIT OF EXAM COMPLETION</u></b>            (To be completed and signed by Monitor)</p>			
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.

<p>Signature of Examination Monitor (Sing in ink only)</p>	<p>Date</p>
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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)

**Complete this form and fax or email to CEU Institute**  
 Fax: 407-302-2185 • Email: [rosters@ceuinstitute.net](mailto:rosters@ceuinstitute.net)

## Instructions

### Student:

- Complete the Affidavit of Personal Responsibility section.
- Verify your state monitor [i.e. Proctor] requirements. If your state requires a monitor for the exam, obtain one PRIOR to opening or beginning the exam.

### Monitor:

- Student must provide credentials to prove their identity (DL, Photo ID, etc.)
- Exam must be BEGIN and COMPLETED in your presence.
- For NY students, the course is CLOSED BOOK. If the student has already begun the exam, contact our office to reset the exam. The student must wait 72 hours to retake.
- 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.

## 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 on line self-study
AR	Disinterested third party monitor required	ND	No monitor required
AZ	Exams must be physically monitored by CE provider or a designee who is a licensed AZ producer. Affidavit is completed and signed by both the student and the monitor.	NE	Disinterested third party 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
DE	No monitor required	NV	Monitor required - Manager or supervisor
FL	No monitor required. Student must complete the "Affidavit of Personal Responsibility" section.	NY	New York state approved monitor Required. Approved monitor list found at: <a href="https://awebproxyprd.ins.state.ny.us/onepage/StartForm.jsp?link=/LICMonitors/LIC_Monitor_Search.jsp">https://awebproxyprd.ins.state.ny.us/onepage/StartForm.jsp?link=/LICMonitors/LIC_Monitor_Search.jsp</a>
GA	Disinterested third party monitor required	OH	No monitor required
HI	Disinterested third party monitor required	OK	Disinterested third party monitor required
IA	Final Exam Self-study final exams are required to be monitored by a LICENSED PRODUCER or EDUCATION PROVIDER	OR	No monitor required for on-line self-study courses
ID	No monitor required	PA	Disinterested third party monitor required
IL	No monitor required	RI	All course exams must be supervised by an individual of authority (i.e. manager or a training rep) or a disinterested third party.
IN	Required to be monitored by a LICENSED PRODUCER	SC	Disinterested third party monitor required
KS	Disinterested third party monitor required	SD	No monitor required
KY	No monitor required	TN	No monitor required
LA	No monitor required	TX	No monitor required
MA	Disinterested third party monitor required	UT	No monitor required
MD	No monitor required	VA	Exams Must be Monitored by a Corporate Training Department, Supervisor, Supervisor Appointed Co-Worker or an Approved Test Administration Service
ME	No monitor required	VT	Disinterested third party monitor required
MI	Disinterested third party monitor required	WA	No monitor required
MN	No Monitor required	WI	Disinterested third party monitor required
MO	Disinterested third party monitor required	WV	Disinterested third party monitor required
MS	Disinterested third party monitor required	WY	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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