

## PROCTOR REQUIREMENTS FOR CONTINUING EDUCATION (CE)

STATE OR GOVERNING BODY	PROCTOR REQUIREMENTS
The Institutes (TI) - TI rules apply to all students regardless of their states. A TI rule supersedes a state rule if a state rule is less stringent than the TI rule.	Proctor must be a CPCU designee (who is bound by the CPCU Code of Ethics); human resources or education department personnel, or office manager, of examinee's employer; a member of a CPCU or other insurance society chapter; the examinee's supervisor; or someone not with the examinee's employer and who has no personal relationship with the examinee.
Alabama	Exams must be proctored by a disinterested third-party, with a minimum age of 18 years, who can be any person except for family members or individuals who have a financial interest in the success of the student taking the examination. Co-worker proctors must not be above or below in the student's line of supervision.
Alaska, California, Delaware, Idaho, Illinois, Kentucky, Louisiana, Maryland, Missouri, New Hampshire, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Utah, Washington	Students are not required to have a proctor.
Arizona	Exam must be proctored by a licensed Arizona producer (state prefers proctors also be a disinterested third party) Correspondence courses (TI courses) can also use the following as proctors: a person appointed by the provider director who is in the business of administering education or exams (i.e. Prometric and onsite testing centers)
Arkansas	Exam must be proctored by an impartial third party with no financial interest in the licensee's success. Cannot be anyone with familial or financial relationship, including family members, relatives, dependents, employers or supervisors, subordinates, partners or joint ventures or co-workers, form or current teachers or pupils, neighbors, personal friends or significant others.
Colorado, Connecticut, Georgia, Hawaii, Iowa, Kansas, Massachusetts, Michigan, Mississippi, Montana, Nebraska, Nevada, Pennsylvania, South Carolina, Vermont, Washington DC, West Virginia, Wisconsin, Wyoming	Exam must be proctored by an impartial third party with no financial interest in the licensee's success. Cannot be a minor, relative, spouse, or anyone with a direct reporting relationship. Co-workers are acceptable as long as there is no reporting relationship.
Florida	Students are not required to have a proctor for CEU's online courses.  For correspondence courses: If the student is employed by an Agency or other Corporate Entity,

	<p>the Acknowledgement is signed by a Manager or Supervisor</p> <p>If the student is self-employed, a sole proprietor, a partner, or the exam is taken online, the Acknowledgement is signed by a Disinterested Third Party (someone who has no family or financial relationship to the student, or who is a licensed agent).</p>
Indiana	Exams must be administered by proctor, defined as a licensed producer (preferably licensed in Indiana). A producer who takes the examination at a testing center that administers tests for professional designations may have a representative of the testing center sign the affidavit rather than a licensed producer.
Maine	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses: If a course is over 16 credits, then the final exam must be a closed book, proctored exam.</p>
Minnesota	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses (TI courses), self-study examination must be either an encrypted online examination; or, a paper examination that is monitored by a proctor, defined as an impartial third party with no financial interest in the licensee's success who cannot be a minor, relative, spouse or anyone with a direct reporting relationship. Co-workers are acceptable as long as there is not reporting relationship with the examinee.</p>
New Jersey	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses: Exams must be administered by a proctor, defined as:</p> <ul style="list-style-type: none"> <li>• An impartial third party with no financial interest in the licensee's success</li> <li>• Cannot be a minor, relative, or anyone with a direct reporting relationship</li> </ul>
New York	<p>A state-approved monitor must witness the exam-completion process. For a list of approved monitors, go to: <a href="https://myportal.dfs.ny.gov/web/guest-applications/monitor-search">https://myportal.dfs.ny.gov/web/guest-applications/monitor-search</a>.</p>
North Carolina	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses: All courses must have a proctored, closed book final exam.</p>

<p>Oregon</p>	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>If the self-study course is a textbook, the examination must be conducted as a closed book, proctored examination.</p>
<p>Rhode Island</p>	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses: All course final exams must be proctored by an individual of authority (i.e. manager or a training rep) or a disinterested third party.</p>
<p>Virginia</p>	<p>Students are not required to have a proctor for CEU's online courses.</p> <p>For correspondence courses: Examinations must be proctored in a manner approved by the Board. The proctoring process must ensure the examination will be completed by the agent, on a closed-book basis, without assistance.</p> <p>The examination may be proctored by:</p> <ul style="list-style-type: none"> <li>• a librarian at a public library</li> <li>• a lawyer</li> <li>• a corporate training department</li> <li>• a Supervisor</li> <li>• an instructor</li> <li>• an approved test administration service</li> <li>• a Human Resources or Education Department personnel</li> <li>• an Office Manager,</li> <li>• a person with a professional insurance designation</li> <li>• a person in any supervisory position to the agent</li> <li>• personnel at a local school (i.e., Guidance counselor, professor, or teacher)</li> <li>• Clergy</li> <li>• A Local Course Provider (a public list can be found <a href="#">here</a>)</li> </ul> <p>A proctor cannot be a relative, friend, or an acquaintance. The proctor must be a disinterested party over the age of 18 years and unrelated to the agent</p>