

PROCTOR REQUIREMENTS FOR CONTINUING EDUCATION (CE)

STATE OR GOVERNING BODY	PROCTOR REQUIREMENTS
<p>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.</p>	<p>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.</p>
<p>Alabama</p>	<p>Exams must be administered by an impartial third-party proctor, who must sign an affidavit that the student received no outside assistance. The proctor cannot be a friend, relative, or co-worker of the licensee, or anyone with a financial interest in the success of the licensee taking the exam.</p>
<p>Alaska, California, Delaware, Florida, Idaho, Illinois, Kentucky, Louisiana, Maine, Maryland, Missouri, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Virginia, and Washington State</p>	<p>No state-specific proctor requirements.</p>
<p>Arizona</p> <p>NOTE: Providers must never refer students to the AZ Dept. of Ins.</p>	<p>Exams must be monitored by a proctor, defined as a licensed Arizona producer (preferably a disinterested third party). Correspondence courses (TI courses) can also use a person appointed by the provider's director who is in the business of administering education or exams (ex., Prometric and onsite testing centers).</p>
<p>Arkansas</p>	<p>Proctors or instructors must be disinterested third parties and shall not serve for examinations of family members, relatives, or dependents; employers or supervisors; employees or subordinates; partners, joint venture parties, or co-owners; current or former teachers or pupils; neighbors, personal friends, or significant others; or anyone for whom the proctor or instructor has an economic or other interest in assuring the successful outcome of the examination.</p>
<p>Colorado, Connecticut, District of Columbia, Georgia, Hawaii, Iowa, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nebraska, Nevada, North Dakota, Pennsylvania, Vermont, Virginia, West Virginia, Wisconsin, and</p>	<p>Proctor required and must be a disinterested third party with no financial interest in the result of the exam. Family members, spouses, or anyone in direct line of supervision with the student is not acceptable. Co-workers are acceptable if there is no direct reporting relationship with the examinee.</p>

Wyoming	
Indiana	Exams must be administered by a 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.
Kansas	A proctor is required and must be a disinterested third party with no financial interest in the result of the exam. Family members, spouses, or anyone in direct line of supervision with the student is not acceptable.
Minnesota	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 no reporting relationship with the examinee.
New York	A state-approved monitor must witness the exam-completion process. For a list of approved monitors, go to: https://myportal.dfs.ny.gov/web/guest-applications/monitor-search .
Ohio, South Carolina , Oklahoma NOTE: OK and SC = Co-workers and not acceptable	Exams must be administered 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 no reporting relationship with the examinee.

Red = Removed

Green = Added

Blue = Missing from original list

Orange = Change of wording