

# Exam Monitoring Requirements

Many states require that you take your final exam in the presence of a monitor. Failure to comply with exam monitoring requirements will invalidate course credit.

States	Monitor	
Alabama Colorado Connecticut District of Columbia Georgia Hawaii Kansas Massachusetts* Mississippi Nebraska Michigan	Missouri North Carolina New Jersey Oklahoma Pennsylvania Vermont West Virginia Wyoming Wisconsin	Disinterested Third Party ( <i>States define "disinterested third party" as someone with no family or employment relationship to the student or in the same "income stream" as the student, and at least 18 years of age</i> )  Only the monitor may return the exam for processing. The student may not mail his/her exam for processing.  The monitor must confirm the identity of an unknown student with a photo ID. *Students in NE must take the exam in a closed book format and student must remain in the room during the entire exam  *Students in MA must provide at least two forms of identification to the monitor, with at least one containing a photo of the student.
Arkansas	Disinterested Third Party registered with the Arkansas Department of Insurance. Please call the Arkansas Department of Insurance (501) 371-2752 for more information.	
Arizona, Indiana, Iowa	Licensed Agent	
Florida	Principal of accredited elementary or secondary school or professional staff designated by a principal, college instructor, counselor, official military education officer or Chaplain, insurance company home office education representative, qualified representative of a national trade agent or adjuster association or society librarian. Other individuals may be approved as monitors by obtaining approval in advance from the Dept of Insurance. Such individuals cannot be relatives, work supervisor or immediate employers of the examinee. Entity approved in Florida—Broker Educational Sales Training—727-372-7733. <b>Self study paper exams a require monitor. Online exams do not require a monitor.</b>	
Virginia	Supervisor, Supervisor Appointed Co-worker, Approved Test Administration Service	
Nevada	Supervisor, Manager, Training Director	
New York	State Approved Monitor- to see a list of approved monitors, please visit the New York State Insurance Department's website: <a href="http://www.ins.state.ny.us/mnitrlist.htm">http://www.ins.state.ny.us/mnitrlist.htm</a> or call (518) 473-5996 for a list of monitors in your area. Current Monitor Approval form must accompany exam. <b>In NY only the monitor may return the exam for processing. The student may not mail his/her exam for processing</b>	
Rhode Island	Supervisor, Training Director, Industry Associate	
South Carolina	State Approved Monitor – Call Independent Insurance Agents of South Carolina to schedule your exam with an approved monitor – (803) 731-9460.	
The person monitoring your exam must meet the qualification requirements as outlined above. Upon completion of your exam, the monitor must sign the affidavit and certify that the EXAM WAS TAKEN WITHOUT ANY OUTSIDE HELP FROM ANY SOURCE. <b>Only the monitor may return the monitor affidavit and grading registration form.</b> Please return all forms to The National Underwriter Company, ATTN: CE Department 5081 Olympic Blvd, Erlanger, KY 41018.		