

## 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. FOR PAPER EXAMS: DO NOT OPEN THE SEALED ENVELOPE. ONLY A QUALIFIED MONITOR MAY OPEN THE ENVELOPE FOR YOU AT THE TIME YOU TAKE YOUR EXAM.** Opening the envelope yourself or taking the exam without a monitor will mean The National Underwriter Company cannot grade your exam.

States		Monitor
Alabama	Michigan	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> )
Colorado	Missouri	
Connecticut	Minnesota	
District of Columbia	Montana	
Georgia	New Jersey	
Hawaii	North Carolina***	- Only the monitor may return the exam for processing. The student may not mail his/her exam for processing.
Iowa	Pennsylvania	- The monitor must confirm the identity of an unknown student with photo ID.
Kansas	South Carolina	*Students in <b>NE</b> must take the exam in a closed book format and student must remain in the room during the entire exam.
Massachusetts**	Vermont	**Students in <b>MA</b> must provide at least two forms of identification to the monitor, with at least one containing a photo of the student.
Mississippi	West Virginia	*** <b>ME</b> and <b>NC</b> require a monitor <b>for correspondence courses/book exams.</b>
Nebraska*	Wisconsin	
Maine***	Wyoming	
Arkansas		Disinterested Third Party
Arizona, Indiana		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 require a monitor. Online exams do not require a monitor.</b>
Virginia		Librarian at a public library, lawyer, corporate training department, Supervisor, instructor, approved test administration service, person with CPCU Designation, Human Resources or Education Department personnel, Local Course Sponsor (a public list can be found at <a href="http://www.aicpcu.org/corporate/SponsorsClassListings.htm">http://www.aicpcu.org/corporate/SponsorsClassListings.htm</a> ), Office Manager, member in a CPCU Society Chapter, NAIW, IIA&B, IIABA, etc, a person in any supervisory position to the agent, Personnel at a local school: Guidance counselor, professor, teacher or Clergy. A proctor <b>cannot</b> be a co-worker, relative, friend, or an acquaintance. The proctor must be over the age of 18 years and unrelated to the student.
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/mnitr1st.htm">http://www.ins.state.ny.us/mnitr1st.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
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 Dept., 4157 Olympic Blvd, Ste 225, Erlanger, KY 41018.		