

**VERMONT**

**AFFIDAVIT OF PERSONAL RESPONSIBILITY  
To be Signed by Student**

I affirm that I personally completed the entire study material of the course. I also affirm that I completed the exam without assistance from any course material, other source material, or from any persons.

\_\_\_\_\_  
Signature (sign in ink only)

\_\_\_\_\_  
Date

**AFFIDAVIT OF EXAM COMPLETION  
To be Completed and Signed by Exam Proctor**

I certify that I have verified the identification of the student. In addition, I have administered the final exam and certify that it was sealed until administration and completed without assistance or outside help of any kind.

\_\_\_\_\_  
Name of Student/Student ID Number

\_\_\_\_\_  
Name of Course

\_\_\_\_\_  
Address where exam was taken

\_\_\_\_\_  
Date exam was taken

\_\_\_\_\_  
Beginning time

\_\_\_\_\_  
Ending time

**Proctor: Disinterested Third Party**

\_\_\_\_\_  
Print Name of Person Administering Test

\_\_\_\_\_  
Job Title of Person Administering Test

\_\_\_\_\_  
Company/Agency Name

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
Signature of Person Administering Test  
(sign in ink only)

\_\_\_\_\_  
Date

**NOTE:** All affidavits must be faxed to The American College CE Department (fax: 610-526-1402) no later than the day following the exam. State insurance continuing education will not be granted if your monitor/proctor affidavit is not received in a timely manner. Students who fail to return the appropriate affidavit will have to take the exam again if CE is desired.