

STATE OF WEST VIRGINIA
OFFICES OF THE INSURANCE COMMISSIONER
AGENTS LICENSING AND EDUCATION
Be Sure To Print BOTH Pages Of This Form

***PLEASE READ THESE INSTRUCTIONS BEFORE STARTING YOUR CE COURSE WORK FOR CREDIT IN THE STATE OF WEST VIRGINIA.**

The West Virginia Insurance Department requires that you follow these procedures exactly as stated to earn your continuing education credit with correspondence courses.

1. The exam(s) must be proctored by a disinterested third party. The definition of a “disinterested third party” means a person not related to the examinee, and not concerned, with respect to possible gain or loss, in the result of a pending course final examination. Some examples of a “disinterested third party” are a testing center, public library, public school, independent insurance school, college or university.

No examination administered or graded by any insurance company personnel for its own employees will be considered to be administered by a disinterested third party unless that individual is not a work supervisor or immediate employer nor interested, in any way, in the result of a pending course final examination. Examples may include a Regional Trainer or Home Office Representative. The test proctor must be someone other than a relative, friend or business associates.

2. When you have completed studying your course, notify the selected proctor that you are ready to take the examination and give the “Disinterested Third Party Affidavit” form to him/her.

3. You and the test proctor must complete the “Disinterested Third Party Affidavit” form.

4. The test proctor must send the completed “Disinterested Third Party Affidavit” form to the appointed provider along with any other documentation required by that provider.

5. A “Certificate of Course Completion” will be issued when all exam(s) are successfully completed with a grade.

6. All failed examinations must be retaken under supervision of a disinterested third party proctor.

7. Failure to comply with the continuing education guidelines could result in disciplinary action against your license.

DISINTERESTED THIRD PARTY CONTINUING EDUCATION AFFIDAVIT

A disinterested third party means a person not related to the examinee, an immediate supervisor or employee of the examinee, and not concerned, with respect to possible gain or loss, in the result of a pending course final examination. Independent study programs qualify for continuing education only when there is a proctored examination administered by a disinterested third party, such as a testing center, public library, public school, independent insurance school, college or university and graded by the course provider/vendor. No examination administered or graded by any insurance company personnel for its own employees will be considered to be administered by a disinterested third party unless that individual is not a work supervisor or immediate employer nor interested, in any way, in the result of a pending course final examination. Examples may include Regional Trainer or Home Office Representative.

NAME OF DISINTERESTED THIRD PARTY: _____

DAYTIME ADDRESS OF DISINTERESTED THIRD PARTY: _____

DAYTIME TELEPHONE NUMBER OF DISINTERESTED THIRD PARTY: _____

COURSE TITLE: _____

COURSE PUBLISHER: _____

DESCRIPTION OF LOCATION WHERE FINAL EXAMINATION(S) IS ADMINISTERED:

TIME FINAL EXAMINATION(S) BEGAN: _____ A.M. / P.M.

TIME FINAL EXAMINATION(S) ENDED: _____ A.M. / P.M.

As the disinterested third party, I certify that I have administered the course examination(s) for (enter examinee's name)

The examinee completed the examination(s) independently and without the assistance of any study materials or advance review of the examination(s). No copy of the examination(s) was made. I, as the disinterested third party, did this day return the examination(s) test results to the course vendor for credit issuing.

DATE

SIGNATURE OF DISINTERESTED THIRD PARTY

I certify that I took the examination(s) independently and without the assistance of any study material or advance review of the examination(s). I did immediately, upon completion of the examination(s), return the examination(s) test results to (enter the name of disinterested third party here) _____ for mailing to the publisher's credit issuer.

DATE

EXAMINEE PRINT & SIGN NAME

EXAMINEE STUDENT ID NUMBER

EXAMINEE WV LICENSE NUMBER

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.