

NEW YORK PROCTORED EXAMINATION AFFIDAVIT

The state of New York requires that all self-study examinations be proctored by a New York State approved individual. The proctor can charge a fee for this service. If you need to locate an approved proctor, go to www.ins.state.ny.us, click on "Education" and then "Monitor", and view the proctor list by county. Please include a copy of the New York state monitor (proctor) approval document, showing the monitor approval number.

The following is to be completed by the exam proctor for each course earning New York CE credit through The American College.

I was the proctor and supervisor of The American College course entitled:

_____,
(course title)

_____,
(course number)

for the following individual:

Student name, student id number and last four digits of the social security number:

Student's Business Address: _____

Student's Business Phone #: _____

and attest to the following:

- I am NOT a relative of the above named student.
- I am NOT an employee of the above named student.
- I am NOT affiliated with the above named student by overrides or other compensation arrangements.
- The above named student completed the examination independently and without assistance from myself or any study aides.
- Identity confirmed by picture ID

Proctor's Signature: _____ Date: _____

Proctor's Name: _____

NY Monitor #: _____

Proctor's Business Address: _____

Proctor's Business Phone #: _____

NOTE: This form must be submitted to The American College with each request for CE certification prior to the issuance of credits for the state of New York.

Name of Course

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.