VIRGINIA

PROCTORED EXAMINATION AFFIDAVIT

In Virginia self-study exams must be proctored by either the Corporate Training Department, Supervisor Appointed Co-Worker or by a Test Administrator.

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

I was the proctor of The American College course entitled,  
_________________________________________________________ for the following individual  

/course title/  
_________________________________________________________ and attest to each of the following:  

(course title)

/student's name/student ID number)

• I am affiliated with the Corporate Training Department, OR
• I am the supervisor appointed co-worker of the above named student, OR
• I am an approved Test Administrator.
• The above named student completed the examination independently and without assistance from myself or any study aides.

Proctor's Signature: ________________________________

Proctor's Name: ________________________________

Proctor's Business Address: ________________________________
________________________________________________________

Proctor's Business Phone #: ________________________________

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.