

PROCTOR REQUIREMENTS FOR CONTINUING EDUCATION (CE)

STATE OR GOVERNING BODY	PROCTOR REQUIREMENTS
The Institutes (TI) - TI rules apply to all students regardless of their states. A TI rule supersedes a state rule if a state rule is less stringent than the TI rule.	Proctor must be a CPCU designee (who is bound by the CPCU Code of Ethics); human resources or education department personnel, or office manager, of examinee's employer; a member of a CPCU or other insurance society chapter; the examinee's supervisor; or someone not with the examinee's employer and who has no personal relationship with the examinee.
Alabama	The proctor must be a disinterested third party, with a minimum age of 18 year, who can be any person except for family member or individuals who have a financial interest in the success of the student taking the examination. Co-worker proctors must not be above or below in the student's line of supervision.
Alaska, California, Delaware, Florida, Idaho, Illinois, Kentucky, Louisiana, Maine, Maryland, Missouri, New Hampshire, New Jersey, New Mexico, North Carolina, Ohio, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, and Washington State	No state-specific proctor requirements.
Arizona	Exams must be monitored by a proctor, defined as a licensed Arizona producer (preferably a disinterested third party). Correspondence courses (TI courses) can also use a person appointed by the provider's director who is in the business of administering education or exams (ex., Prometric and onsite testing centers). NOTE: Providers must never refer students to the Arizona Department of Insurance.
Arkansas	Proctors or instructors must be disinterested third parties and shall not serve for examinations of family members, relatives, or dependents; employers or supervisors; employees or subordinates; partners, joint venture parties, or co-owners; current or former teachers or pupils; neighbors, personal friends, or significant others; or anyone for whom the proctor or instructor has an economic or other interest in assuring the successful outcome of the examination.

Colorado, Connecticut, District of Columbia, Georgia, Hawaii, Iowa, Massachusetts, Michigan, Mississippi, Montana, Nebraska, Nevada, North Dakota, Pennsylvania, Vermont, Virginia, West Virginia, Wisconsin, and Wyoming	Proctor required and must be a disinterested third party with no financial interest in the result of the exam. Family members, spouses, or anyone in direct line of supervision with the student is not acceptable. Co-workers are acceptable if there is no direct reporting relationship with the examinee.
Indiana	Exams must be administered by a proctor, defined as a licensed producer (preferably licensed in Indiana). A producer who takes the examination at a testing center that administers tests for professional designations may have a representative of the testing center sign the affidavit rather than a licensed producer.
Kansas	A proctor is required and must be a disinterested third party with no financial interest in the result of the exam. Family members, spouses, or anyone in direct line of supervision with the student is not acceptable.
Minnesota	For correspondence courses (TI courses), self-study examination must be either an encrypted online examination; or, a paper examination that is monitored by a proctor, defined as an impartial third party with no financial interest in the licensee's success who cannot be a minor, relative, spouse, or anyone with a direct reporting relationship. Co-workers are acceptable as long as there is no reporting relationship with the examinee.
New York	A state-approved monitor must witness the exam-completion process. For a list of approved monitors, go to: https://myportal.dfs.ny.gov/web/guest-applications/monitor-search .
Ohio, Oklahoma, South Carolina	Exams must be administered by a proctor, defined as an impartial third party with no financial interest in the licensee's success who cannot be a minor, relative, spouse, or anyone with a direct reporting relationship. For Ohio, co-workers are acceptable as proctors if there is no reporting relationship with the examinee. NOTE: for Oklahoma and South Carolina, co-workers are not acceptable as proctors.