

## 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.
Alaska, Arizona, California, Delaware, Florida, Idaho, Illinois, Kansas, Kentucky, Louisiana, Maryland, Missouri, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Dakota, Tennessee, Texas, Utah, Virginia, Washington	Students are not required to have a proctor.
Colorado, Connecticut, Georgia, Hawaii, Iowa, Massachusetts, Michigan, Mississippi, Montana, Nebraska, Nevada, Pennsylvania, South Carolina, Vermont, Washington DC, West Virginia, Wisconsin, Wyoming	<p>Exams must be proctored by an impartial third party with no financial interest in the licensee’s success. 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.</p> <p><b>COVID Updates:</b>  <b>Massachusetts:</b> Proctor requirements waived until further notice  <b>Michigan:</b> Allowing self-attestation in lieu of proctor until further notice  <b>Nevada:</b> Proctor requirements waived until 09/30/2021  <b>Pennsylvania:</b> Proctor requirements waived until further notice  <b>South Carolina:</b> Proctor requirements waived until further notice  <b>Vermont:</b> Proctor requirements waived until further notice  <b>Washington DC:</b> Allowing the use of family members as proctors through 06/06/2021  <b>Wisconsin:</b> Allowing self-attestation in lieu of proctor until 08/01/2021</p>
Alabama	Exams must be proctored by a disinterested third-party, with a minimum age of 18 years, who can be any person except for family members 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.
Arkansas	Exams must be proctored by an impartial third party with no financial interest in the licensee’s success. Cannot be anyone with familial or financial relationship, including family members, relatives, dependents, employers or supervisors, subordinates, partners or joint venters or co-workers, former or current teachers or pupils, neighbors, personal friends or significant others.
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.
Maine	For correspondence courses, the final exam must be a closed book, proctored exam.
Minnesota	For correspondence course (TI courses), self-study examinations 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 Jersey	For correspondence courses, 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, or anyone with a direct reporting relationship.  COVID Update: Proctor requirements waived until the state of emergency is over.
North Carolina	All correspondence courses must have a proctored, closed book final exam.
Oregon	If the self-study course is a textbook, the examination must be conducted as a closed book, proctored examination.
Virginia	Proctors are only required for pen & paper exams.