

**AFFIDAVIT OF PERSONAL RESPONSIBILITY**

**To be Signed by Student**

I declare that I personally completed this exam without any outside assistance including course material, other source material or assistance from any person(s).

\_\_\_\_\_ Date  
Signature (sign in ink only)

**AFFIDAVIT OF EXAM COMPLETION**  
**To be Completed and Signed by Exam Monitor**

I declare that I personally observed the above named individual during the completion of this examination and also observed that the student received no outside assistance in completing the examination.

\_\_\_\_\_ Name of Course  
Name of Student

\_\_\_\_\_ Address where exam was taken

\_\_\_\_\_ Ending time  
Date exam was taken Beginning time

**MONITOR: DISINTERESTED THIRD PARTY**

\_\_\_\_\_ Job title of person administering test  
Print name of person administering test

\_\_\_\_\_ Business phone number  
Company/agency name

\_\_\_\_\_ Business mailing address

\_\_\_\_\_ Date  
Signature of person administering test (sign in ink only)

\_\_\_\_\_ Student ID 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.