

**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:  
**(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.