

**COLLEGE FOR FINANCIAL PLANNING
AFFIDAVIT OF PERSONAL RESPONSIBILITY**

The College requires that you test at an approved testing center (Prometric, PSI, or ISO Quality Testing facility) *or* use a **disinterested third party (DTP)** proctor. A DTP is defined as someone who has no business or family relationship with the testing student. Business relationship is further defined as working within the same company regardless of physical location, title, or position. In addition, your proctor cannot be a current student of the College for Financial Planning. All fields of this form must be completed.

TO BE SIGNED BY STUDENT

I declare that I personally completed this exam without any outside assistance, including the course material and other source material, nor did I receive assistance from any person(s).

Signature _____ **Date** _____

Please Print

Name of student _____

Student's employer _____

Name of course _____

Address where exam was taken _____

Date exam was taken _____ Beginning time _____ Ending time _____

I took my exam at a PSI or ISO Quality Testing facility or used a disinterested third party (DTP) proctor. Proctor must complete the bottom portion of this form **and sign it**.

I took my exam at a Prometric testing site. Prometric staff must emboss the Score Report. **Stop** here if you tested at a Prometric test site.

**AFFIDAVIT OF EXAM COMPLETION
TO BE COMPLETED AND SIGNED BY EXAM PROCTOR**

I declare that I personally observed the above-named individual during the completion of this examination. I understood, agreed to, and followed the terms and conditions required to serve as a proctor for the College for Financial Planning as described in the *Proctor Responsibilities and Requirements*.

Name of proctor _____

Proctor's occupation _____

Proctor's employer _____

Proctor's business mailing address _____

Proctor's daytime phone # _____

Proctor's signature _____ **Date** _____

This completed affidavit must accompany the completed State Insurance CE Request form for a CE certificate to be issued. If the proctor listed on this affidavit is not a DTP as defined by the College for Financial Planning, state CE certification will not be issued.

POSSIBLE DTP PROCTORS: must be from outside of your company

College Instructor • Counselor • Librarian • Principal • Priest • Police Officer • Teacher • Fire fighter