

**NEW YORK STATE INSURANCE CE
AFFIDAVIT OF PERSONAL RESPONSIBILITY**

PLEASE READ CAREFULLY!

The New York State Insurance Continuing Education Department has stated in their provider rules that producers are not to have possession of an exam "Monitors Approval Document" issued by the Superintendent of Insurance. Students/producers should not see or have possession of an exam monitors approval document.

DO NOT display proctor NYMO approval numbers on this affidavit!

ONLY AT TIME OF REQUEST, the NY-approved monitor signed herein will be contacted via phone at the business phone number provided by the College for Financial Planning's CE Compliance Coordinator and will be requested to forward a copy of the Monitors Approval Document.

Your proctor cannot be a business associate or a current student of the College for Financial Planning.

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. I did not receive assistance from any person(s).

Student Signature (sign in ink only) _____ Date _____

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. I also affirm that I am not a business associate or currently enrolled student in any College for Financial Planning program. Furthermore I have been approved by the NY DOI as an approved CE exam monitor and I have been issued the required NY approval certificate.

Name of student _____ Name of course _____

Address where exam was taken _____

Date exam was taken _____ Beginning time _____ Ending time _____

Name of Monitor _____

Profession title _____

Monitor's company/agency name _____

Business phone # _____

Business e-mail address _____

Business mailing address _____

Signature of Monitor (in ink) _____ Date _____

This completed affidavit must be attached and mailed or faxed with the completed State Insurance CE Request form and a copy of your score report for your certificate to be processed.