



CEBS.

Certified Employee Benefit Specialist® Program

Insurance CE—PROCTOR REQUIREMENTS— CEBS® Course Offerings

CEBS courses may be eligible for insurance producer continuing education (CE) credits, depending on your state. Information regarding which courses are approved, how many credits and the current approval expiration dates can be found [here](#) by clicking the drop-down menu in the Insurance Producer section.

For many states, an in-person proctor is required to complete a signed affidavit in order for CE credit to be administered/ reported. You can download the form [here](#). This requirement varies state by state, and we highly recommend that students contact the state governing body for complete rules regarding proctoring. The CEBS courses are approved in states as “correspondence courses” that utilize a textbook and study materials. This is important to note in your conversation with your governing body. Even though the exam is online, because the study materials are available offline, these courses require different rules around having an in-person proctor as they are not considered online/e-learning courses.

The Proctorio software that is required to download as a part of the exam experience does NOT qualify as a proctor for CE purposes. The Proctorio software is utilized to ensure exam integrity and efficacy for all students.

In most cases, a *proctor* is defined as an impartial third party with no financial interest in the licensee’s success. The proctor 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.

The list to follow is a compilation of our best understanding of proctoring requirements as of July 2024. Students are highly encouraged to confirm proctor requirements as well as the definition of acceptable proctors related to “correspondence courses” prior to writing/completing their exam. If there is a question, always defer to coordinating with a proctor and submitting the completed form to continuinged@ifebp.org upon completion of the exam.

(continued)

A JOINT PROGRAM OF



Proctoring Requirements as of July 2024

(Information is subject to change.)

States Requiring a Proctor (July 2024)	Colorado, Connecticut, Georgia, Hawaii, Iowa, Massachusetts*, Michigan, Mississippi, Montana, Nevada, Rhode Island, South Carolina, South Dakota, Vermont*, Virginia, Washington D.C., West Virginia, Wisconsin, Wyoming <i>*Massachusetts—Proctor requirements waived until further notice</i> <i>*Vermont—Waived requirement currently (COVID-19)</i>	
No Proctor Requirement (July 2024)	Alaska, Arizona, California, Delaware, Florida, Idaho, Illinois, Kansas, Kentucky, Louisiana, Maryland, Missouri, Nebraska, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Puerto Rico, Tennessee, Texas, Utah, Washington	
Special Proctor Requirements/ Definitions by State (July 2024)	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 approved for more than 16 credits*, the final exam must be a closed-book, proctored exam. <i>*CEBS courses currently approved for 24 credits</i>
	Minnesota <i>*CEBS courses not approved for CE</i>	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.
	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.