



Department of Consumer & Business Services

Insurance Division – 3

P.O. Box 14480, Salem, OR 97309-0405
Phone: (503) 947-7981, Fax: (503) 378-4351
350 Winter St. NE, Room 440, Salem, Oregon
www.oregoninsurance.org

**Continuing-Education
Proctor Certification**

Form must be completed by a registered proctor. All blanks must have a response.

Proctor name: _____
Last name First name Middle name

Exam location: _____
Address State ZIP

Certification

I, _____, understand that as a proctor of independent-study continuing-education courses, I am responsible for the following:

- Verifying the identification of the student, using appropriate photo ID.
- Opening the sealed examination envelope.
(A student cannot take the exam if the envelope is opened by someone other than the proctor.)
- Verifying that the exam (including written material) was completed without assistance or outside help.
- Completing the proctor affidavit.
- Personally mailing the exam to the continuing-education course provider.

I, _____, swear that I am the person named above, have read and do understand my responsibilities as a proctor of independent-study continuing-education courses, and that I signed this certification.

Signature of proctor

Date