



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. Please note: Not all CEBS courses are approved for credit in all states.

For many states, an in-person proctor is required to complete a signed affidavit (found at the end of this document) in order for CE credit to be administered/reported. The monitoring software that is required to be enabled as a part of the exam experience does NOT qualify as a proctor for CE purposes. The monitoring software is utilized to ensure exam integrity and efficacy for all students. 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.

In most cases, a *proctor* is defined as an in-person, impartial third party with no financial interest in the licensee’s success. The proctor cannot be a minor, a relative, a 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 May 2026. 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)

Proctoring Requirements as of May 2026

(Information is subject to change.)

States Requiring a Proctor (May 2026)	Colorado, Connecticut, Georgia, Hawai'i, Iowa, Massachusetts, Michigan, Mississippi, Montana, Nevada, South Carolina, South Dakota, Vermont*, Virginia, Washington D.C., West Virginia, Wisconsin, Wyoming <i>*Vermont—Waived requirement currently (COVID-19)</i>	
No Proctor Requirement (May 2026)	Alaska, Arizona, California, Delaware, Idaho, Kansas, Kentucky, Louisiana, Maryland, Missouri, Nebraska, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Texas, Utah	
Special Proctor Requirements/ Definitions by State (May 2026)	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>
	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.

Please note: CEBS courses are not approved for CE in Florida, Illinois, Minnesota or Washington.

CEBS® Insurance Continuing Education Affidavit

Please fill out the appropriate information below.

Licensee Information (Please print clearly.)

Individual ID# or CEBS ID# _____
Full first name _____ M.I. _____ Last name _____
Employer _____ Title _____
Address _____ ☐ Business ☐ Home
City _____ State/Province _____ Country _____ ZIP/Postal code _____
Phone _____
Email _____
Licensed in the state(s)/province(s) of _____ License/NPN # _____

See our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

Verification Information

Affidavit of Personal Responsibility—To be completed and signed by licensee

I declare that I personally completed this exam without any outside assistance including course material, other source material or assistance from any person(s). I further understand that the course completion date is the day the exam is passed.

Signature _____ Date _____
Course name _____

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 licensee received no outside assistance in completing the examination.

Name of licensee _____
Course name _____
Address where exam was taken _____
Date exam was taken _____ Beginning time _____ Ending time _____

Monitor Information

Print name of person monitoring exam _____ Relationship to student _____
Job title of person monitoring exam _____
Employer/agency name _____
Business phone number _____
Business mailing address _____
Monitor's insurance producer license number (if required) _____ Date _____
☐ I certify that I am at least 18 years of age, with no financial or other conflict of interest with respect to a student's successful completion of the course or the examination.
Signature of person monitoring exam _____

Save and submit the completed affidavit to continuinged@ifebp.org.
If this form is not received within 24 hours of passing the exam, CE credit will not be reported.

