



Monitor Duties

Licensees taking self-study courses to complete their Continuing Education requirements must have their examinations proctored by a New York State Insurance Department Approved Monitor. Your duties as an Approved Monitor are:

To avoid the appearance of any financial conflict of interest.

- A Monitor may not provide monitor services for any individual with whom he/she shares overrides, commissions or other compensation arrangements.

To verify the identity of the test taker.

- Acceptable forms of identification include a Department of Motor Vehicle issued driver's license or non-driver ID, passport, other government issued picture ID, or employer picture ID.

To confirm that the exam has not been opened or viewed prior to your arrival.

- For paper and pen exams, the exam envelope should be sealed.
- For internet exams, check the *Instructions to Monitor* on the Provider's website for directions on how to verify exam security.
- If it is determined that the exam has been opened or previewed, the Monitor must refuse to observe the examination and report the incident to the Provider.

To observe the exam.

- The Monitor must be present for the entire exam and ensure that the exam is completed without assistance or use of reference material.

To complete Monitor Affidavit.

- the Monitor Affidavit will require the Monitor to enter:
 - the name of the student
 - the date the exam was taken
 - an affirmation signed by the exam taker, that he/she personally completed the course work and answered the exam questions without assistance from another person or source
 - an affirmation by the Monitor that the identity of the licensee was verified and that the exam was administered in the presence of the monitor, assuring that the exam taker had no assistance from other people or sources.
 - the Monitor Name and Approval number (NYMO-)

To send the exam documents to the Provider according to the Provider's procedures, including:

- the completed exam, if in paper format,
- the completed Monitor Affidavit and Licensee Affidavit, if separate, and
- a copy of the Monitor Approval Document.

Note: The Monitor Approval expires on November 30th in odd numbered years. You must renew your approval to continue to act as a New York State Approved Monitor.