



MONITORS FOR SELF STUDY EXAMINATIONS

The following, after being approved by the Department, may monitor self-study examinations:

- Provider Organizations
- Affiliate Organizations
- Licensed and admitted insurers (Training Officers and disinterested supervisory personnel not affiliated by overrides or other compensation arrangements)
- Licensed colleges, universities, schools
- Professional Societies and Professional Organizations (named designated person may arrange for other responsible members to monitor examinations, the designated person countersigning the examination document submitted to the Provider Organization)
- Continuing Education and Prelicensing Instructors
- Licensed teachers
- Others satisfactory to the Superintendent

A Provider Organization accepting a Self-Study Examination from a monitor must satisfy itself that the monitor has been approved by the Department by obtaining a copy of a Monitor Approval Document or any Approval Documents for the above issued by the Department.

The responsibilities of an approved monitor shall include assuring that the examination is Administered in accordance with the Course Approval issued by the Department, that only approved manuals or schedules necessary for completion of the examination are used and that the examination is forwarded with the appropriate documents to the Provider Organization for scoring.

Applications for Department approval of Self-Study Examination Monitors may be obtained from:

**NEW YORK STATE
DEPARTMENT OF FINANCIAL SERVICES
Licensing Services Bureau
Continuing Education Program
One Commerce Plaza
Albany, NY 12257
www.dfs.ny.gov**